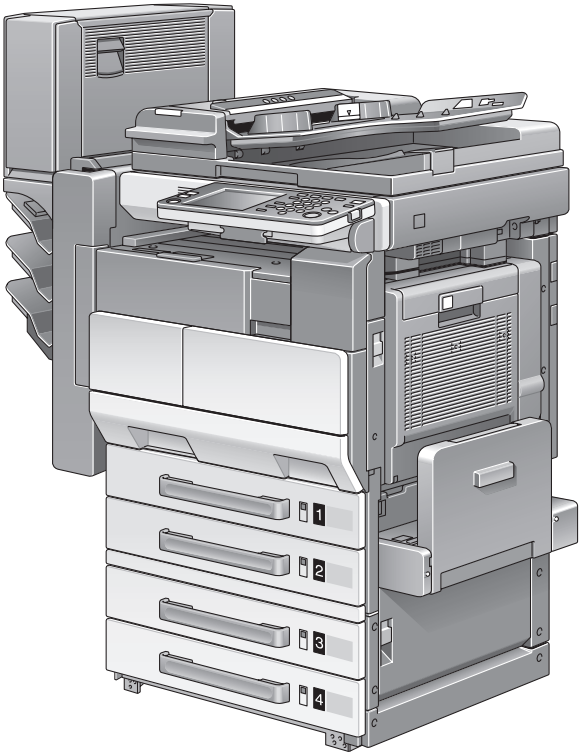
KONICA MINOLTA

The essentials of imaging

bizhub 200/250/350

User's Guide [Advanced Scan Operations]



Introduction

Thank you for choosing this machine.

This User's Guide contains details on the operations required to use the advanced Scan functions of the bizhub 200, 250 and 350, precautions on their use, and basic troubleshooting procedures. In order to ensure that these machines are used correctly and efficiently, carefully read this User's Guide before using the machine. After reading the User's Guide, store it in the User's Guide holder so that it can easily be referred to when questions or problems arise during operation.

Views of the actual equipment may be slightly different from the illustrations used in this User's Guide.

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Contents

Introduction

Energy Star® x-1
What is an ENERGY STAR® Product? x-1

Trademarks and registered trademarks x-2

Contents x-5

About this manual x-12
Structure of the manual x-12
Notations x-12
Images that are used x-13
Function precautions x-13
Functions that cannot be used x-13

User's Guides x-15
User's Guide [Copy Operations] x-15
User's Guide [Network Scanner Operations] x-15
User's Guide [Box Operations] x-15
User's Guide [Print Operations] x-15
Quick Guide [Print Operations] x-15
User's Guide [Advanced Scan Operations] (this manual) x-15

Explanation of manual conventions x-16

1 Features

1.1 IP address faxing 1-2

1.2 Scan to PC 1-3

1.3 IP Scanner 1-4

1.4 IP Relay 1-5

1.5 PageScope Web Connection 1-6

2 IP address faxing

2.1 Specifying a recipient with a one-touch dial button 2-2
Selecting a one-touch dial button 2-2
Specifying a recipient by touching a one-touch dial button 2-2
Entering the number of the one-touch dial button 2-4
Searching for a one-touch recipient 2-7

2.2 Entering an address 2-10
To enter an address 2-10

2.3 Specifying the scanning quality and zoom ratio 2-14
Original Type 2-14

To select an Original Type setting 2-15
Density 2-15
To select a Density setting 2-16
Set Original Size 2-17

2.4 Specifying additional functions 2-19
Specifying the transmission source information 2-20
Specifying whether the destination name is inserted 2-21
Specifying the transmission report printing condition 2-22
Specifying 2in1 transmission 2-23
Specifying double-sided transmission settings 2-23
Specifying priority transmission 2-24
Specifying timer transmission settings 2-25
Specifying the stamp setting 2-26

2.5 If the transmission could not be completed 2-27
Viewing the transmission report 2-27
Resending 2-28

2.6 Receiving an IP address fax 2-29

2.7 Adding a recipient 2-30
To program a one-touch dial button 2-31
Changing/deleting a one-touch dial button 2-37
Copying a one-touch dial button 2-38
Registering/deleting the secondary recipient 2-39
Naming an index 2-40
To name an index 2-40
Registering a mail program 2-42
To register a mail program 2-43
Changing/deleting a mail program 2-48

3 Scan to PC operations

3.1 Before saving 3-2
Installing IP Scanner on the computer 3-2
Checking the network settings 3-2

3.2 Specifying a destination with a one-touch dial button 3-3
Selecting a one-touch dial button 3-3
Specifying a recipient by touching a one-touch dial button 3-3
Entering the number of the one-touch dial button 3-5
Searching for a one-touch recipient 3-8

3.3 Entering an address 3-11
To enter an address 3-11

3.4 Specifying the scanning quality and zoom ratio 3-15
Original Type 3-15
To select an Original Type setting 3-16

Density 3-16
To select a Density setting 3-17
Set Original Size 3-18

3.5 Specifying additional functions 3-20
Specifying the transmission report printing condition 3-21
Specifying 2in1 transmission 3-22
Specifying double-sided transmission settings 3-23
Specifying priority transmission 3-24
Specifying timer transmission settings 3-24
Specifying the stamp setting 3-25
Specifying the file name 3-26

3.6 If the data could not be saved 3-28
Viewing the transmission report 3-28
Resending 3-29

3.7 Registering a destination 3-30
Programming a one-touch dial button 3-30
To program a one-touch dial button 3-31
Changing/deleting a one-touch dial button 3-37
Copying a one-touch dial button 3-38
Registering/deleting the secondary recipient 3-39

4 IP Scanner

4.1 Before using IP Scanner 4-2
IP Scanner and ImageReceiver 4-2
Using a dial-up router 4-2
Using a modem or terminal adapter 4-3
Using Windows XP Service Pack 2 4-3
Allowing ImageReceiver to be used 4-4
ImageReceiver port conflicts 4-5

4.2 Installing/uninstalling utilities 4-6
ImageReceiver installation methods 4-6
Installing utilities 4-6
Uninstalling utilities (from Windows 98/98SE/Me/NT 4.0) 4-8
Uninstalling utilities (for Windows 2000/XP/Server 2003) 4-9

4.3 IP Scanner operations 4-10
Main window 4-10
Available commands 4-11
Scanner Settings dialog box 4-14
Sort Settings dialog box (Scanner tab) 4-15
Sort Settings dialog box (RX Document tab) 4-16
Sort Settings dialog box (TX Document tab) 4-17
Divided Settings dialog box 4-18
Notify Settings dialog box 4-19

ViewWindow 4-21

4.4 ImageReceiver operations 4-22
ImageReceiver icon 4-22
ImageReceiver commands 4-22

4.5 Registering scan buttons and scan operations 4-25
General operation 4-25
Starting IP Scanner 4-25
Registering a scan button 4-26
Scanning a document using the registered settings 4-29
Viewing the scanned image 4-30
Exiting IP Scanner 4-31

4.6 Other operations 4-32
Forwarding a received document to IP Scanner 4-32
Forwarding to IP Scanner 4-33

5 IP Relay operations

5.1 Before transmitting 5-2
Setting “Gateway TX” to “Restrict” 5-2
Specifying settings for relay stations 5-2

5.2 Specifying a recipient with a one-touch dial button 5-3
Selecting a one-touch dial button 5-3
Specifying a recipient by touching a one-touch dial button 5-3
Entering the number of the one-touch dial button 5-5
Searching for a one-touch recipient 5-8
Specifying chain dialing 5-11

5.3 Entering a fax number 5-12
To enter a fax number 5-12

5.4 Specifying the scanning quality and zoom ratio 5-16
Original Type 5-16
To select an Original Type setting 5-17
Density 5-17
To select a Density setting 5-18
Set Original Size 5-19

5.5 Specifying additional functions 5-21
Specifying the transmission report printing condition 5-22
Specifying 2in1 transmission 5-23
Specifying double-sided transmission settings 5-23
Specifying the priority transmission setting 5-24
Specifying timer transmission settings 5-25
Specifying the stamp setting 5-26

5.6 If the transmission could not be completed 5-27
Viewing the transmission report 5-27
Resending 5-28

5.7 Registering a recipient 5-29
Programming a one-touch dial button 5-29
To program a one-touch dial button 5-30
Changing/deleting a one-touch dial button 5-35
Copying a one-touch dial button 5-36
Registering/deleting a secondary recipient 5-37

6 Specifying settings using PageScope Web Connection

6.1 Settings that can be specified using PageScope Web Connection 6-2
Scan tab (User mode) 6-2
Network tab (Administrator mode) 6-3

6.2 Using PageScope Web Connection 6-4
System requirements 6-4
Accessing PageScope Web Connection 6-4
If user authentication settings have been applied 6-5
If account track settings have been applied 6-5
Structure of pages 6-6
Logging on to Administrator mode 6-7
Web browser cache 6-9
With Internet Explorer 6-9
With Netscape 6-9

6.3 One-Touch Key Registration (User mode) 6-10
Naming an index 6-13
Registering a one-touch dial recipient 6-15
Registering a secondary recipient 6-17
To regist a secondary recipient 6-17
Changing the settings for a one-touch dial recipient 6-20
Deleting a one-touch dial recipient 6-22

6.4 IP Relay Settings (Administrator mode) 6-24
Selecting the IP relay station to be used 6-24
To select a relay station 6-24
Registering an IP relay station 6-26
To register an IP relay station 6-26

7 Specifying management settings

7.1 Available parameters 7-2
Parameters that can be specified from the Administrator Management screen 7-2
List of required network settings 7-2

7.2 IP Relay Settings 7-5
Registering an IP relay station 7-5
To register an IP relay station 7-5
Selecting an IP relay station 7-9
Specifying the relay result port 7-10

7.3 Specifying software switch settings (machine functions) 7-12
Software SW settings 7-12
To specify a software switch setting 7-13
Specifying transmission source information for direct faxing and IP address faxing (mode 351) 7-16
Specifying whether transmission source information is added when directly faxing or forwarding received IP address fax documents (mode 352) 7-17
Specifying the default address input screen (mode 366) 7-18
Specifying settings for the range of administrator access codes and the information indicated in the report for direct faxing/IP relay transmissions (mode 368) 7-19
Specifies the coding method for IP relay transmissions (mode 381) 7-20
Specifying settings concerning the transmission results for IP relay transmissions (mode 382) 7-21

8 Troubleshooting

8.1 When a certain screen appears 8-2
When a certain screen appears 8-2

8.2 Error codes 8-3
Scan to PC operations 8-3
IP Scanner operations 8-4
IP relay operations 8-5

8.3 Troubleshooting 8-6
IP address faxing 8-6
Scan to PC operations 8-6
IP Scanner operations 8-7
IP relay operations and others 8-10

9 Appendix

9.1 Specifications 9-2
IP address faxing specifications 9-2
Scan to PC specifications 9-2
IP Scanner specifications 9-2
IP relay specifications 9-3

9.2 Entering text 9-4
To type text 9-4
List of available characters 9-5

9.3 Glossary 9-6

9.4 Index 9-10

About this manual

This User's Guide covers the functions that are added when the scanner unit is installed on the bizhub 200, 250 and 350.

This section introduces the structure of the manual and the notations used for product names, etc.

This manual is intended for users who understand the basic operations of computers and this machine. For operating procedures of the Windows or Macintosh operating system and software applications, refer to the corresponding manuals.

Structure of the manual

This manual consists of the following chapters.

Chapter 1 Features

Chapter 2 IP address faxing

Chapter 3 Scan to PC operations

Chapter 4 IP Scanner operations

Chapter 5 IP Relay operations

Chapter 6 Specifying settings using PageScope Web Connection

Chapter 7 Specifying management settings

Chapter 8 Troubleshooting

Chapter 9 Appendix

Notations

Product Name	Notation in the Manual
bizhub 200/250/350	this machine or this device or 200/250/350
Internal network controller	Printer controller
Microsoft Windows 98	Windows 98
Microsoft Windows Me	Windows Me
Microsoft Windows NT 4.0	Windows NT 4.0
Microsoft Windows 2000	Windows 2000
Microsoft Windows XP	Windows XP
When the operating systems listed above are all written together	Windows 98/Me Windows NT 4.0/2000/XP Windows 95/98/Me/NT 4.0/2000/XP

Images that are used

Generally, the touch panel screens and application windows that appear in this manual show that only the optional scanner unit has been installed.

Function precautions

Follow the precautions listed below when using these functions.

- Since the privacy of transmissions through the Internet or an intranet is limited, we recommend sending important documents directly to the recipient through a common telephone line.
- Telephones on a LAN cannot be used.
- It may take some time for a transmission to be sent due to Internet/intranet traffic.
- Depending on the mail servers, it may not be possible to send documents with a large number of pages or a large amount of image data.

Functions that cannot be used

The following functions can be used with normal fax transmissions using a common telephone line, but cannot be used if only the scanner unit is installed.

- Batch transmission
- Polling reception
- Polling transmission
- Quick scan transmission
- Password transmission
- Remote copying
- Confidential box transmissions
- Bulletin registration
- On-hook dialing
- Remote bulletin retrieval
- “No Reduction” setting

Note

Password transmission and remote copying can be specified in the operation, but they will not function.

The following functions can be used.

- Original Type settings
- Density settings
- Set Original Size
- Transmission report
- 2in1
- Double-sided transmission
- Stamp (optional)
- Transmission source information*

- Destination insertion*
- Priority transmission
- Timer transmission
- Rotation transmission**

*Functions that can be used with Internet faxing and IP address faxing

**Functions that can be specified when Internet faxing with a resolution of 200 dpi or less and Letter-size paper

User's Guides

The following User's Guides have been prepared for this machine.

User's Guide [Copy Operations]

This manual contains details on basic operations and the operating procedures for the various copy functions.

- Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Network Scanner Operations]

This manual contains details on specifying network functions for standard equipment and on operations for scanning functions.

- Refer to this User's Guide for details on operating procedures for network functions and for using the Scan to E-Mail, Scan to FTP, Scan to SMB and Internet fax operations.

User's Guide [Box Operations]

This manual contains details on operating procedures for using the Box functions.

- Refer to this User's Guide for details on using the Scan to HDD operation, on printing a proof copy or a locked job, and on functions using the optional hard disk.

User's Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- Refer to this User's Guide for details on operating procedures for using the print functions.

Quick Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- Refer to this Quick Guide for basic operating procedures on the printing functions.

User's Guide [Advanced Scan Operations] (this manual)

This manual contains details on the operating procedures for the functions that can be used when the optional scanner unit is installed.

- Refer to this User's Guide for details on using the IP address faxing, IP Relay and Scan to PC operations and on using IP Scanner.

Explanation of manual conventions

Titles indicate the contents of the section.

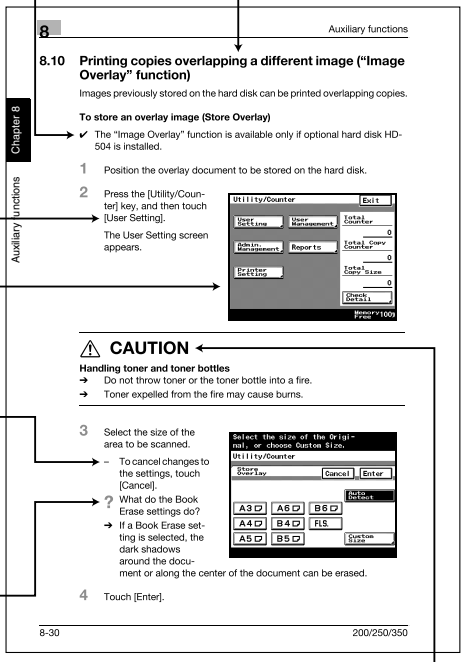
Text that appears in this manner describes the function limitations and options required to use certain functions.

[ ]
Names highlighted as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.

Touch panel screens are shown to check the actual display.

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

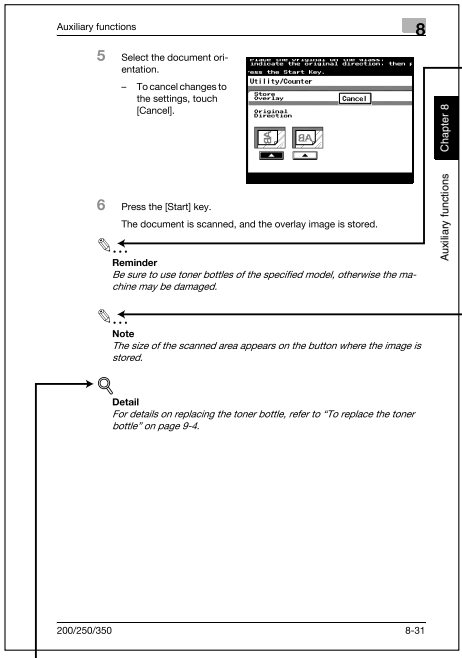
Text that appears in this manner provides answers to problems and questions that may occur during operation.



⚠ WARNING , CAUTION

Text highlighted in this manner indicates precautions to ensure safe use of this machine. "Warning" indicates instructions that, when not observed, may result in fatal or critical injuries. "Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

(The page shown above is an example only.)



Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

(The page shown above is an example only.)

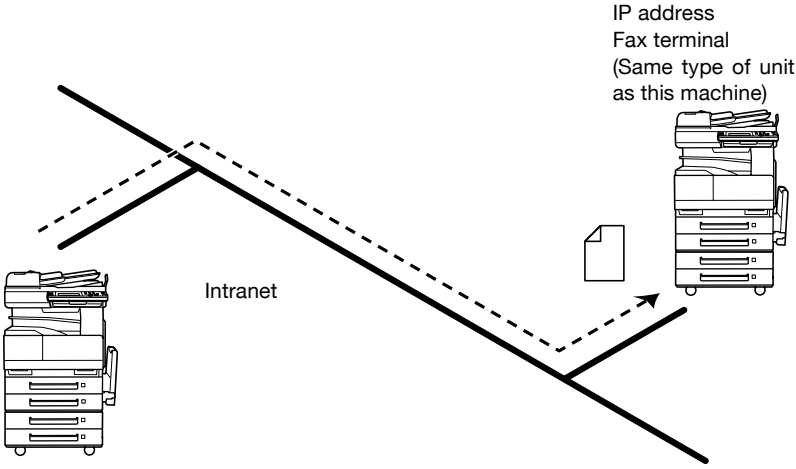
1 Features

1 Features

1.1 IP address faxing

Scan data is sent through the Intranet, without passing though a mail server on the network. The data can only be received by a machine of the same type as this one and set up to receive IP address faxes.

- This machine must be connected to a LAN and the network settings must be specified. For details on specifying the network settings, refer to the User's Guide [Network Scanner Operations]. For network settings related to this machine, refer to "Available parameters" on page 7-2.
- For details, refer to chapter 2, "IP address faxing" on page 2-2.

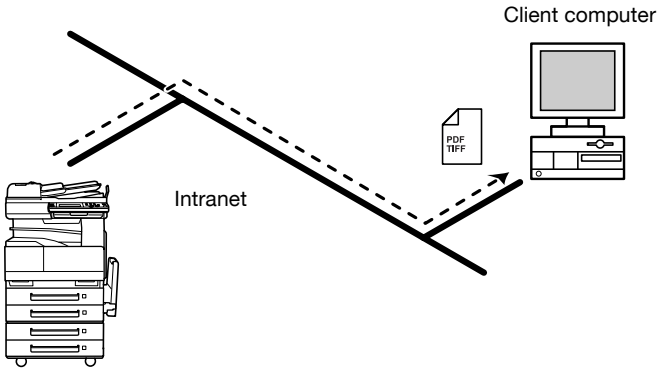


1.2 Scan to PC

Scan data is sent to the specified computer on the network and saved in a folder that has already been set up. This allows paper documents to be saved as electronic data simply with the touch a button, even in an environment where a mail server is not used.

Using the included IP Scanner and ImageReceiver utilities, the folder where the data is to be saved must be specified in advance on the computer receiving the data. In addition, depending on the settings specified in IP Scanner, a folder can be created with the name of the one-touch button and the data can be saved in it.

- The document is sent as a TIFF or PDF image file.
- TIFF image files can be viewed on Windows with the included Tiff Viewer.
- PDF image files can be viewed with Adobe Reader.
- Even in an environment that does not have a LAN, a crossover cable can be used to directly connect this machine to the computer so that the Scan to PC operation can be used.
- If there is a DHCP server on the network, this function may not operate correctly since IP addresses are automatically assigned to each computer. In this case, specify a fixed IP address for the computer or use IP Scanner to save the data.
- This machine must be connected to a LAN and the network settings must be specified. For details on specifying the network settings, refer to the User's Guide [Network Scanner Operations]. For network settings related to this machine, refer to "Available parameters" on page 7-2.
- For details, refer to chapter 3, "Scan to PC operations" on page 3-2.

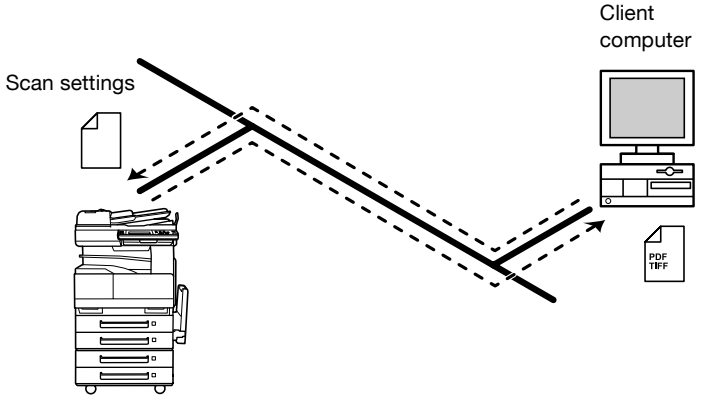


1.3 IP Scanner

Scan data is sent to the specified computer on the network, and the data is saved in a folder created with the same name as the registered scan button.

From the computer, register scan settings as a scan button on this machine to save paper documents as electronic data simply by touching the scan button.

- The document is sent as a TIFF or PDF image file.
- TIFF image files can be viewed on Windows with the included Tiff Viewer.
- PDF image files can be viewed with Adobe Reader.
- Even in an environment that does not have a LAN, a crossover cable can be used to directly connect this machine to the computer so that IP Scanner can be used.
- This machine must be connected to a LAN and the network settings must be specified. For details on specifying the network settings, refer to the User's Guide [Network Scanner Operations]. For network settings related to this machine, refer to "Available parameters" on page 7-2.
- For details, refer to chapter 4, "IP Scanner" on page 4-2.
- Documents sent as a fax transmission or as an Internet fax can also be forwarded to the computer specified in IP Scanner by the administrator.



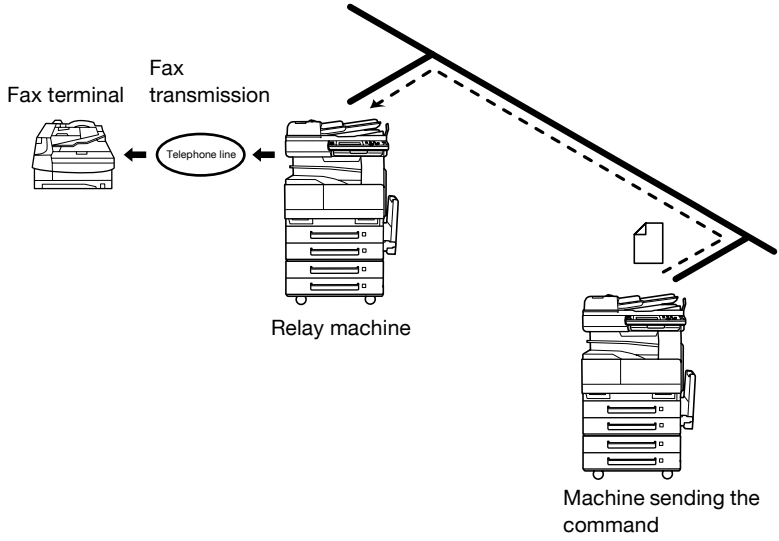
1.4 IP Relay

A fax is sent through a relay machine connected to the LAN.

If one relay machine is connected to a telephone line in an intranet, specify the relay machine from the machines (this machine) connected to the LAN to send a fax using the telephone line.

The results of the relayed fax transmission can be checked from the machine that sent the fax transmission.

- This machine must be connected to a LAN and the network settings must be specified. For details on specifying the network settings, refer to the User's Guide [Network Scanner Operations]. For network settings related to this machine, refer to "Available parameters" on page 7-2.
- For details, refer to chapter 5, "IP Relay operations" on page 5-2.



1.5 PageScope Web Connection

The computer can be used to check the machine transmission/printing status and whether or not the fax is printed. In addition, various items can be registered, such as one-touch buttons.

PageScope Web Connection has a mode for operations performed by general users and a mode for operations performed by the administrator.

- This machine must be connected to a LAN and the network settings must be specified. For details on specifying the network settings, refer to the User's Guide [Network Scanner Operations].
- For details, refer to chapter 6, "Specifying settings using PageScope Web Connection" on page 6-2.

2 IP address faxing

2 IP address faxing

2.1 Specifying a recipient with a one-touch dial button

If the IP address of a recipient is registered with a one-touch dial button, data can be sent simply by touching the one-touch dial button. In addition, other transmission functions can be added or a mail program can be registered.

For details on registering a one-touch dial button or a mail program, refer to “Adding a recipient” on page 2-30.

Selecting a one-touch dial button

A one-touch dial button can selected in any of the following ways. Use the appropriate method according to the number of recipients and the desired use.

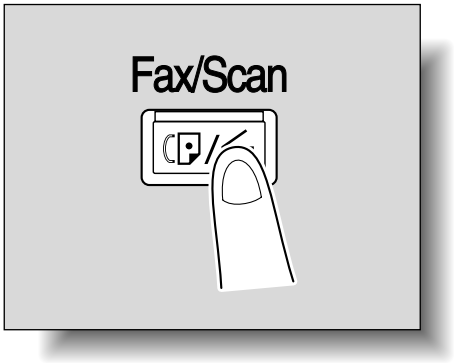
- Directly touching the one-touch dial button
- Entering the number of the one-touch dial button
- Searching for the name of a recipient

Specifying a recipient by touching a one-touch dial button

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

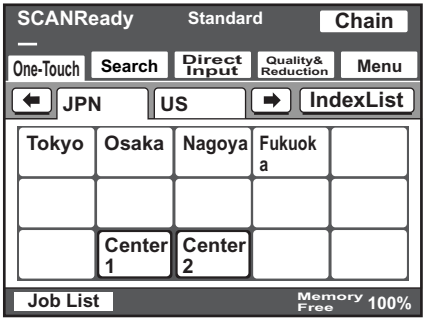
– The screen that appears after the [Fax/Scan] key is pressed can be specified using the “Default Screen” parameter in the User’s Choice screen. For details, refer to the User’s Guide [Copy Operations].



3 Touch [One-Touch].

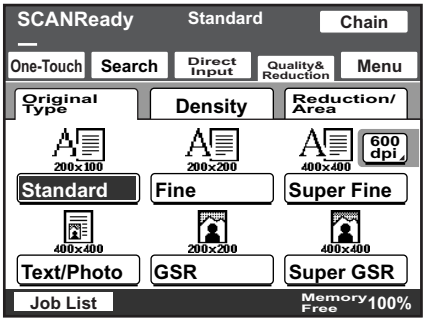
4 Select the index containing the desired recipient, and then touch the one-touch dial button.

- Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.
- To select an index, touch the tab of the desired index, or touch [←] or [→] to select a different tab.



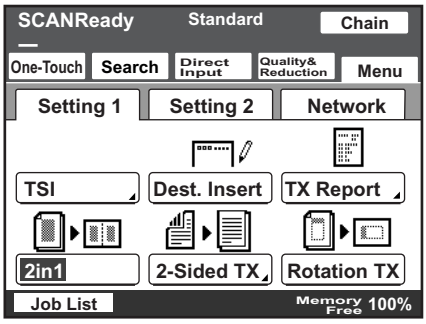
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

- For details, refer to “Specifying the scanning quality and zoom ratio” on page 2-14.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 2-19.

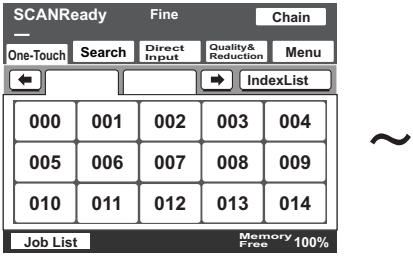


7 Press the [Start] key.

Entering the number of the one-touch dial button

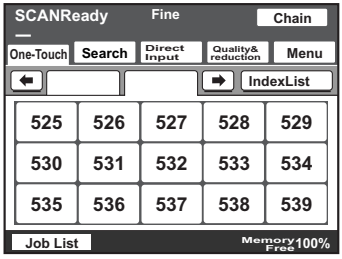
Each one-touch dial button is assigned a number, as shown below.

Instead of touching a one-touch dial button, specifying the number of the one-touch dial button allows a recipient to quickly be selected.



Index 1

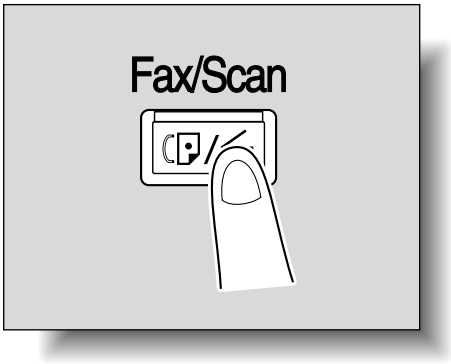
~



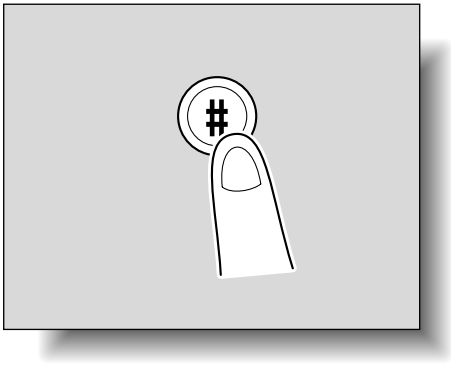
Index 36

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

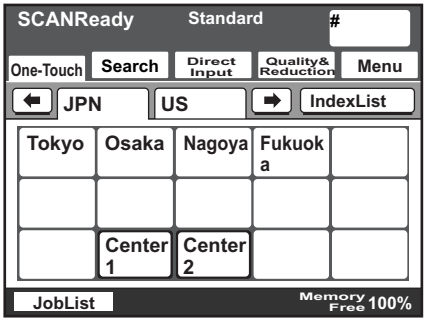


3 Press the [#] key in the control panel.



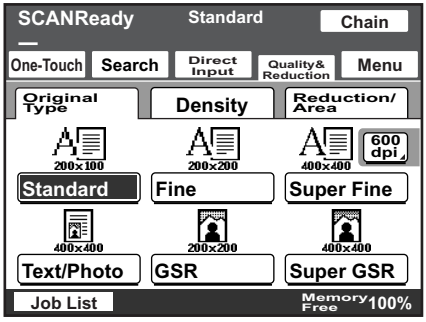
4 Using the keypad, type in the number of the one-touch dial button.

– The specified one-touch dial button is highlighted.
– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



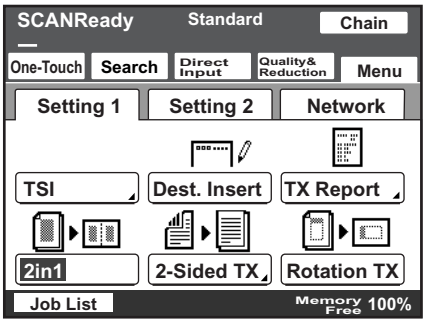
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 2-14.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 2-19.



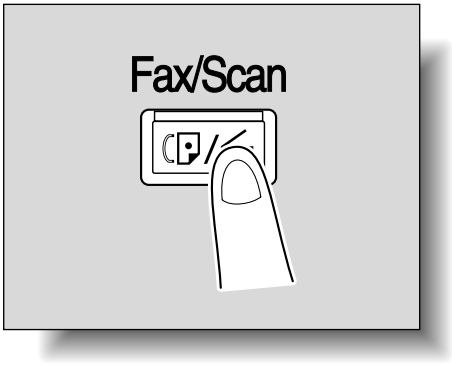
7 Press the [Start] key.

Searching for a one-touch recipient

The name of a recipient registered with a one-touch dial button can be searched for in order to select the one-touch dial button.

1 Position the document to be scanned.

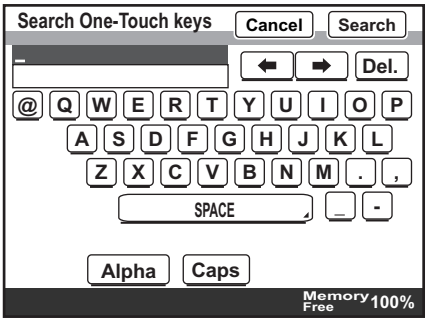
2 Press the [Fax/Scan] key.



3 Touch [Search].

– If “LDAP Search” (specified from the Network Setting screen) is set to “Yes”, a screen appears so that the search method can be selected. If this screen appears, touch [Search One-Touch Keys].

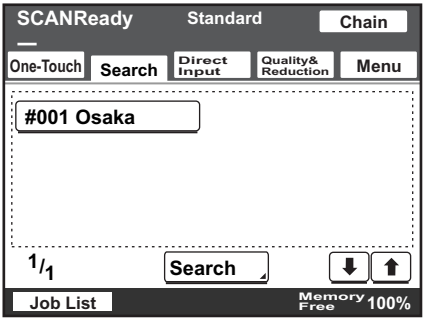
4 Type in the name of the recipient, and then touch [Search].



A screen appears, containing the list of one-touch dial buttons programmed with a recipient whose name begins with the entered name.

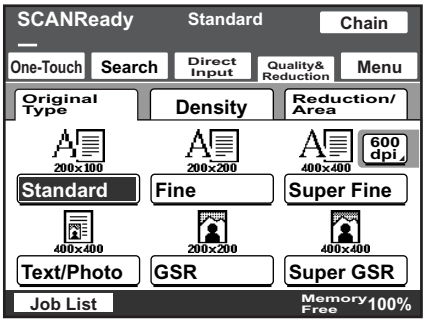
5 Touch the desired one-touch dial button to select it.

– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



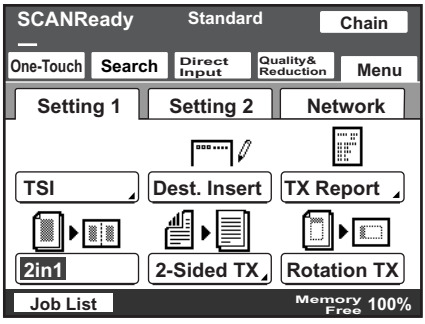
6 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 2-14.



7 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 2-19.



8 Press the [Start] key.

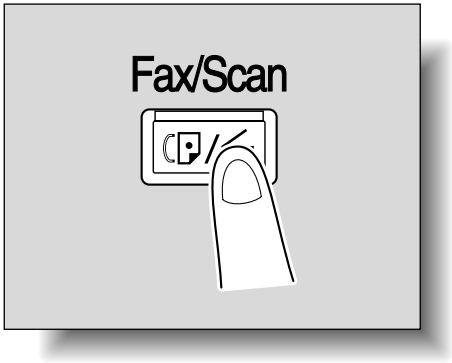
2.2 Entering an address

The address of a recipient not registered in a one-touch dial button can be entered directly to be specified.

To enter an address

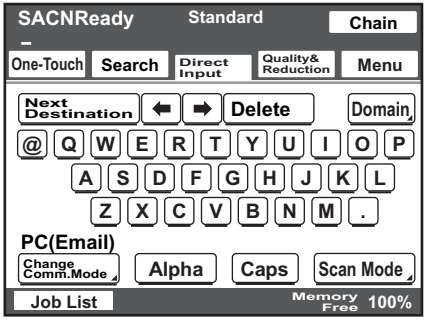
1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

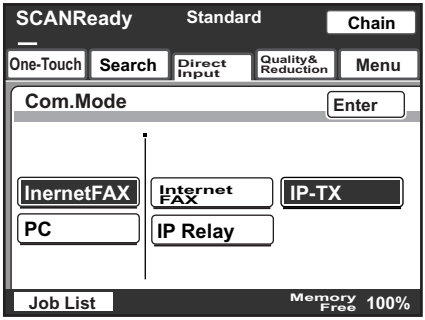


3 Touch [Direct Input].

4 Select the communication mode. Touch [Change Comm. Mode].

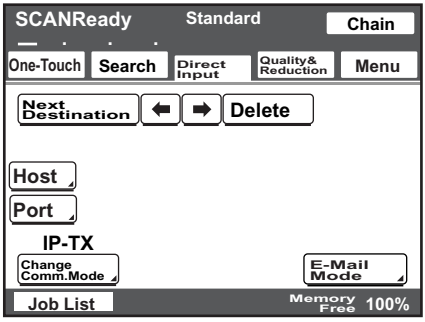


5 Touch [InternetFAX], then [IP-TX], and then touch [Enter].



6 Type in the IP address of the recipient machine, and then touch [Next Destination].

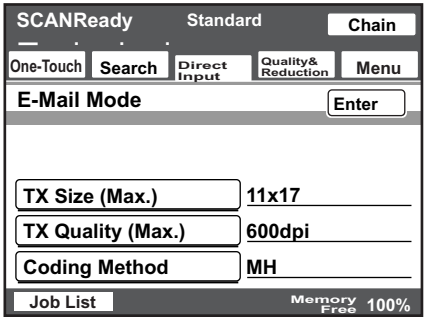
- If a DNS server is specified from the Network Setting screen, the host name can be typed in. Touch [Host], and then type in the host name.
- To change the entered address, press the [C] (clear) key, and then enter the correct address.



7 To select the maximum transmission size and coding method, touch [E-Mail Mode].

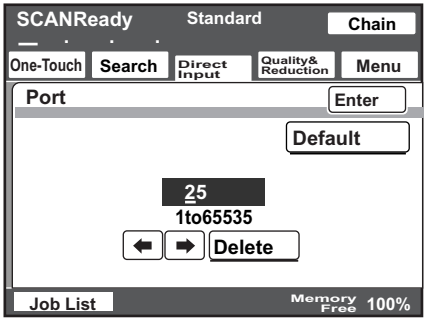
8 On the E-Mail Mode screen, settings can be specified for the following. Select the desired settings, and then touch [Enter].

- TX Size (Max.): Specify the maximum document size that can be transmitted. Select “Letter”, “Legal” or “11 x 17”.
- TX Quality (Max.): Select the maximum resolution that can be sent. Select “200 dpi”, “400 dpi” or “600 dpi”.
- Coding Method: Select the coding method for the data to be sent. Select “MH”, “MR” or “MMR”. The data amount for the coding methods increase as follows: MMR, MR, MH.



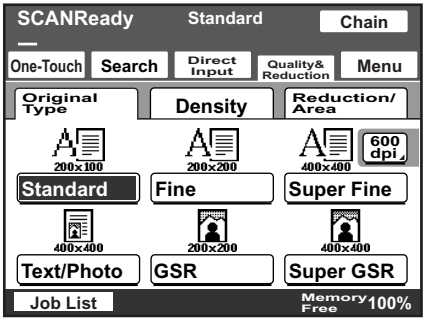
9 To change the port number, touch [Port].

- To change the port number, press the [C] (clear) key, use the keypad to type in the port number, and then touch [Enter].
- To return to the default setting, touch [Default].



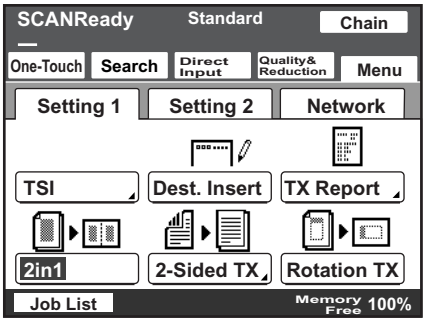
10 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 2-14.



11 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 2-19.



12 Press the [Start] key.

2.3 Specifying the scanning quality and zoom ratio

Touch [Quality & Reduction] in the screen that appears when the [Fax/Scan] key is pressed to specify the scanning image quality and zoom ratio.

Detail

When a transmission is finished, the transmission settings return to their defaults.

Original Type

Select the scanning resolution (amount of details). From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

Setting	Description
Standard	For documents with normal text (such as handwriting)
Fine Super Fine 600dpi Text	For documents containing small print, such as newspapers, or documents containing detailed illustrations
Text/Photo 600dpi Text&Photo	For documents containing both text and images with color shades (such as photos)
GSR Super GSR 600dpi Photo	For documents with color shades, such as photos

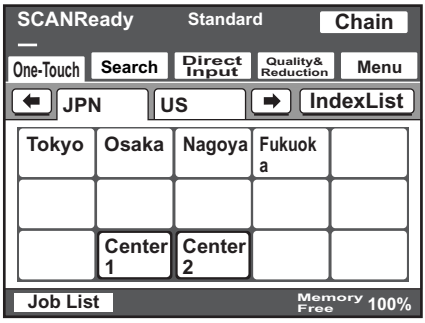
Detail

If data is sent with the "Text/Photo" setting selected, moire patterns may appear in some photos. This is not a sign of a malfunction. To reduce the appearance of moire patterns, send the data with the "GSR" or "Super GSR" setting.

If a high resolution was selected in order to send a clean image, the size of the image data that is sent may become large and the provider or server may not allow the data to be sent. First, check the size limitations for data that can be sent.

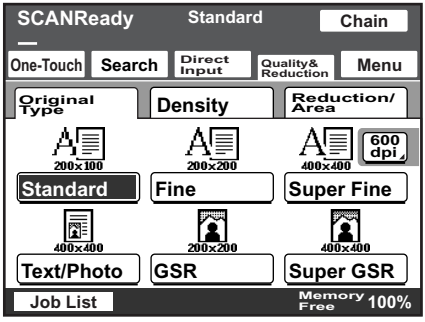
To select an Original Type setting

1 Touch [Quality & Reduction].



2 Touch [Original Type], and then touch the button for the desired Original Type setting.

– To select a higher resolution, touch [600 dpi].



Density

From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

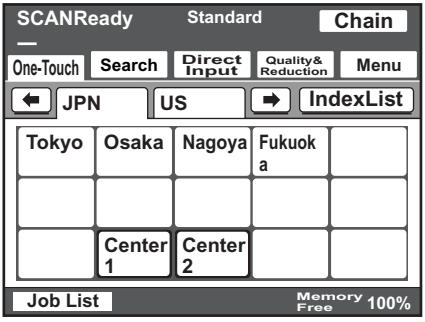
Setting	Description
Light	For documents with a dark background color, such as newspaper and blueprints
↑	
Std.	For normal documents
↓	
Dark	For documents with faint or colored text

Detail

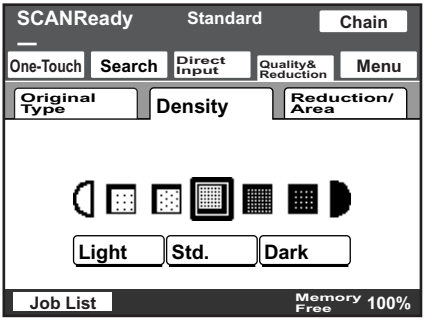
If "600 dpi Text" or "600 dpi Text & Photo" is selected, the density can be set to one of three levels: "Light", "Std.", and "Dark".

To select a Density setting

1 Touch [Quality & Reduction].



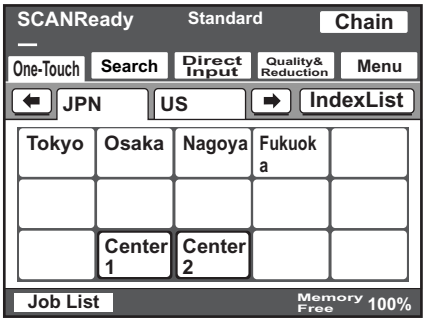
2 Touch [Density], and then touch the button for the desired Density setting.



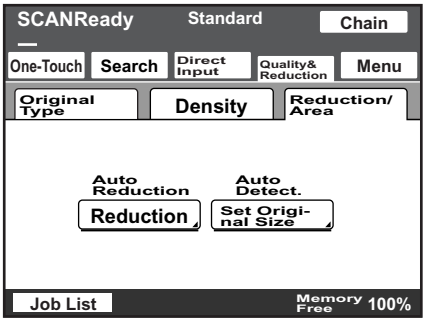
Set Original Size

The scanned area can be specified as a standard size. However, a portion of a large document can be sent or a non-standard-sized document can be sent as a standard size.

1 Touch [Quality & Reduction].

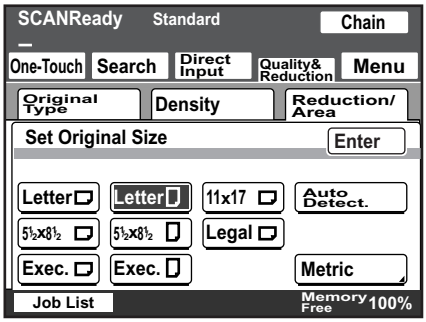


2 Touch [Reduction/Area], and then touch [Set Original Size].



3 Select the desired scanning size, and then touch [Enter].

– Touch [Auto Detect.] to automatically select the size closest to the size of the document. However, if the document is smaller than Letter size, Letter size is selected.



2.4 Specifying additional functions

Touch [Menu] in the screen that appears when the [Fax/Scan] key is pressed to add the following functions.

Function		Description
Setting 1 tab	TSI	Select the information, such as the name, fax number, or address, that is printed at the edge of the page. For details on registering transmission source information, refer to the User's Guide [Network Scanner Operations].
	Dest. Insert	Select whether or not the recipient's name is printed at the edge of the page. The name that is printed is the name of the recipient registered with the one-touch dial button.
	TX Report	Select the conditions for printing the transmission results report. Default: Select this setting to print the report according to the setting specified from the Administrator Management screen. ON: Select this setting to print the report, regardless of the transmission result. If TX Fails: Select this setting to print the report only if the transmission failed. OFF: Select this setting to not print the report, regardless of the transmission result.
	2in1	Select whether or not to send the data using the "2in1" function (reducing two pages to fit in a single page).
	2-Sided TX	Select whether or not a double-sided transmission is performed. The position of the binding margin and the page orientation can also be specified.
Setting 2 tab	Priority TX	Select whether or not the data is sent with priority over the other jobs.
	Timer TX Setting	Specify the time that the transmission is sent. Touch [Enter] to specify that the transmission will be sent at the specified time.
	Stamp	Specify whether the scanned image is stamped to indicated that it has been scanned. The document must be loaded into the ADF. **Note** *In order to use the "Stamp" function, optional stamp unit must be installed.*

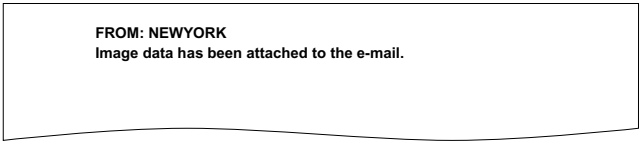
Note

The following parameters and functions have no effect, even if settings have been specified.

- *"Rotation TX" on the Setting 1 tab*
- *"Subject Selection" on the Network tab*
- *"Reply Address" on the Network tab*
- *"File Name" on the Network tab*
- *"Email Notification" on the Network tab*

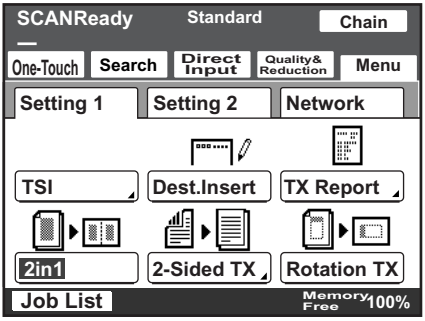
Specifying the transmission source information

Select the information, such as the name, fax number, or address, that is printed at the edge of the page.



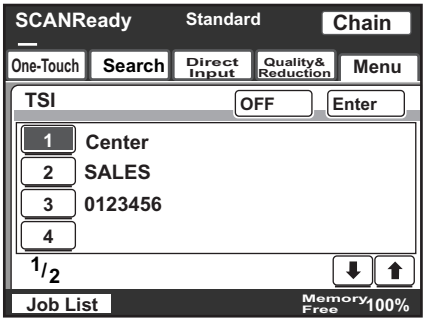
1 Touch [Menu].

2 Touch [TSI] on the Setting 1 tab.



3 Select the transmission source name, and then touch [Enter].

– To cancel the function, touch [OFF].

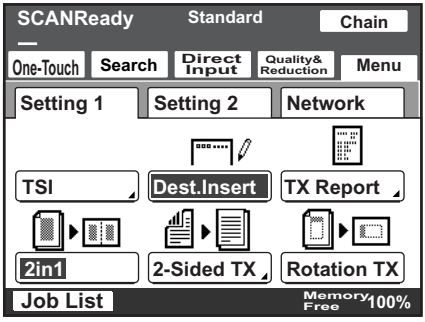


Specifying whether the destination name is inserted

1 Touch [Menu].

2 Touch [Dest. Insert] on the Setting 1 tab.

The button is highlighted. To cancel the function, touch the button again to deselect it.



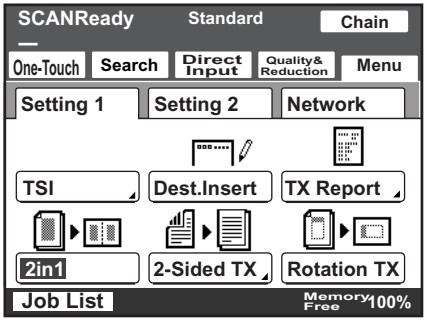
Specifying the transmission report printing condition

The conditions for printing the transmission result report can be specified.

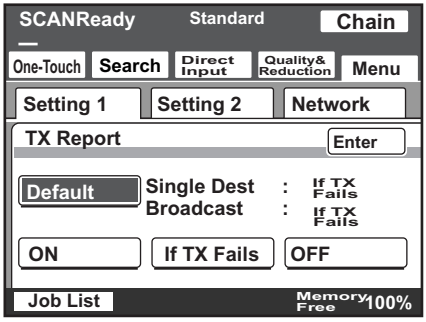
The conditions for printing the transmission result report are preset with the "Report Settings" parameters from the Administrator Management 1 screen. Follow the procedure described below to change these conditions.

1 Touch [Menu].

2 Touch [TX Report] on the Setting 1 tab.



3 Specify the desired printing condition, and then touch [Enter].

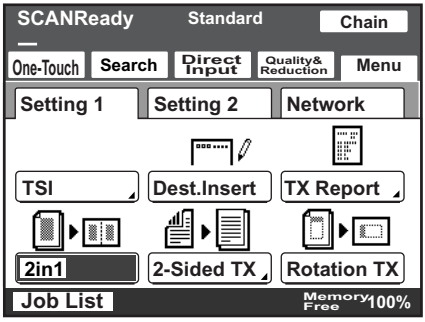


Specifying 2in1 transmission

1 Touch [Menu].

2 Touch [2in1] on the Setting 1 tab.

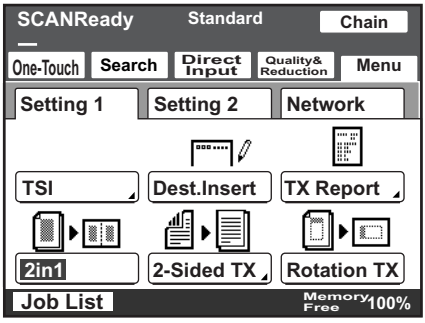
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying double-sided transmission settings

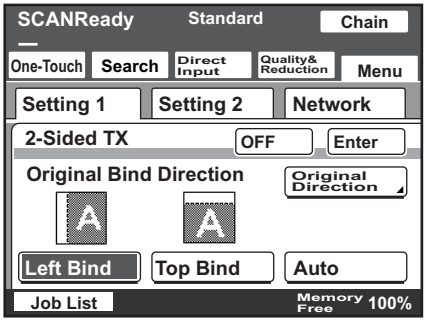
1 Touch [Menu].

2 Touch [2-Sided TX] on the Setting 1 tab.



3 Select the appropriate binding margin position.

- To specify the document loading orientation and position of the top of the page, touch [Original Direction], and then select the desired settings.
- To cancel the function, touch [OFF].



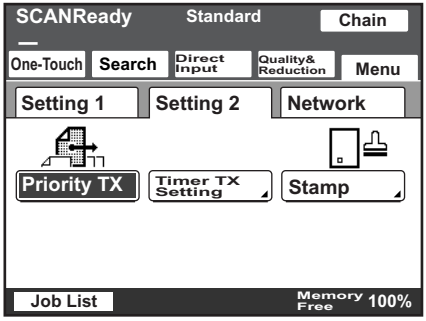
4 Touch [Enter].

Specifying priority transmission

1 Touch [Menu].

2 Touch [Priority TX] on the Setting 2 tab.

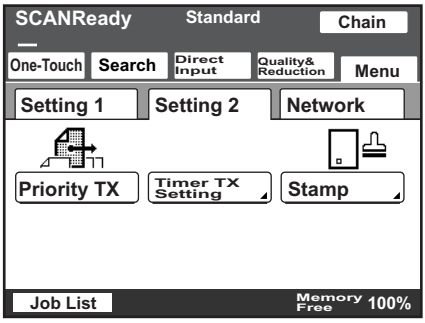
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying timer transmission settings

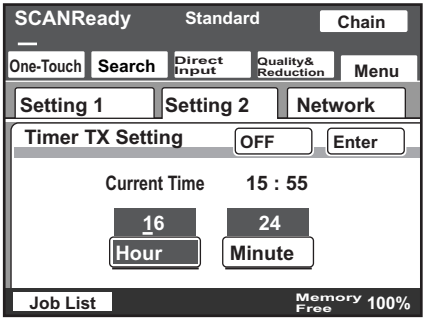
1 Touch [Menu].

2 Touch [Timer TX Setting] on the Setting 2 tab.



3 Specify the time that the transmission is to be sent.

– Touch [Hour] or [Minute], and then use the keypad to type in the desired time.



4 Touch [Enter].

– To cancel the function, touch [OFF].

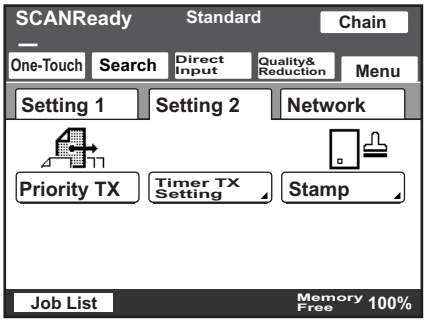
Note

Up to 200 documents can be specified with a timer transmission.

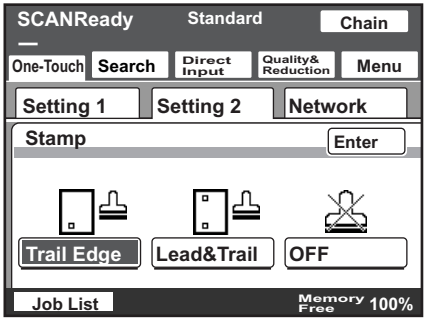
Specifying the stamp setting

1 Touch [Menu].

2 Touch [Stamp] on the Setting 2 tab.



3 Select the stamping position, and then touch [Enter].



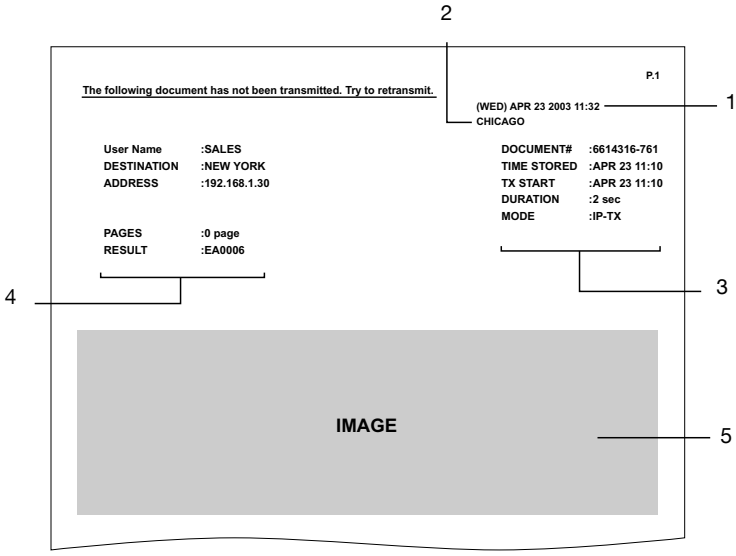
2.5 If the transmission could not be completed

If the transmission could not be completed correctly, a transmission result report is printed.

Detail

The setting for printing the transmission report can be changed. For details, refer to the User's Guide [Network Scanner Operations].

Viewing the transmission report



No.	Item	Description
1	Report output date	Shows the date that the report was printed.
2	Transmission source name	Shows the name and address of the transmission source.
3	Transmission information	Shows the number for the transmitted document, the time required, and the mode.

No.	Item	Description
4	Transmission results	Shows the transmission results. Any of the following may be indicated. OK: The transmission was completed successfully. INTERR: The transmission was interrupted. F.MEM: The memory is full. NG: The transmission was completed unsuccessfully. PT.DEL: The transmission to some recipients failed. F.DATA: The size of the data exceeds the allowable limit. IMG NG: The transmission resolution was incorrect so the transmission was ended. Error code: For details, refer to “Error codes” on page 8-3.
5	Transmission image	Shows a part of the transmitted image.

Resending

A maximum of 20 documents that could not be sent are saved to be sent again.

1 Touch [Job List], touch [Type], and then select the document that could not be sent.

– If [Retry] or [Change Destination] appears in the screen, the document can be resent without being scanned again.

2 To send the document to the same recipient, touch [Retry].

– To send the document to a different recipient, touch [Change Destination].

2.6 Receiving an IP address fax

If an IP address fax is sent to this machine, it is automatically received and printed.

The IP address of this machine must first be specified in the Network Setting screen.

Detail

The reception method specified from the FAX Setting screen (displayed from the Administrator Management 1 screen) is valid only if the fax is received using a general telephone line. This setting is not applied when an IP address fax is received.

2.7 Adding a recipient

If a recipient is registered with a one-touch dial button, the transmission can be sent easily and accurately.

Two types of recipients can be registered with a one-touch dial button: a main recipient and a secondary recipient, where the data is sent if the transmission to the main recipient fails.

Note

If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", only the administrator will be able to register, change and delete one-touch recipients. For details on the Administrator Set screen, refer to the User's Guide [Facsimile Operations].

Detail

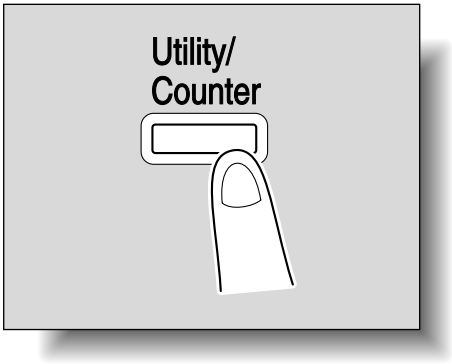
Any of the following communication modes can be specified for the secondary recipient.
- PC (E-Mail)
- PC (Scanner)
- InternetFAX (Internet FAX)
- InternetFAX (IP-TX)
- InternetFAX (IP Relay)
*- FAX (G3)**
** The communication mode can be specified if the optional fax kit is installed.*

Settings can be specified for the following.

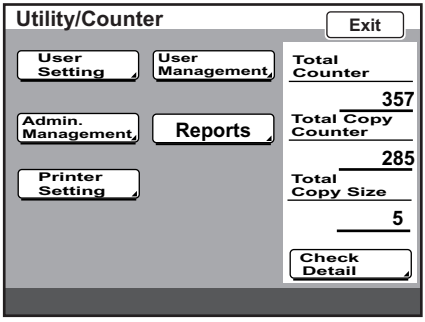
Item	Description
One-Touch Name	Type in the name of the recipient that will appear on the one-touch dial button. Up to 12 characters can be entered.
Destination	Type in the IP address or host name for the recipient.
TX Size (Max.)	Specify the maximum document size that can be transmitted. Select "Letter", "Legal" or "11×17".
TX Quality (Max.)	Select the maximum resolution that can be sent. Select "200 dpi", "400 dpi" or "600 dpi".
Coding Method	Select the coding method for the data to be sent. Select "MH", "MR" or "MMR". The data amount for the coding methods increase as follows: MMR, MR, MH.
Port	Type in the port number (between 1 and 65535).

To program a one-touch dial button

1 Press the [Utility/Counter] key.

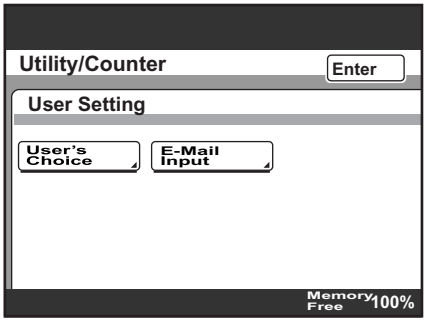


2 Touch [User Setting].

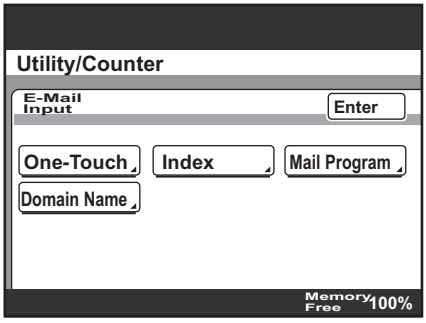


3 Touch [E-Mail Input].

– If the optional fax kit has been installed, [FAX] appears.

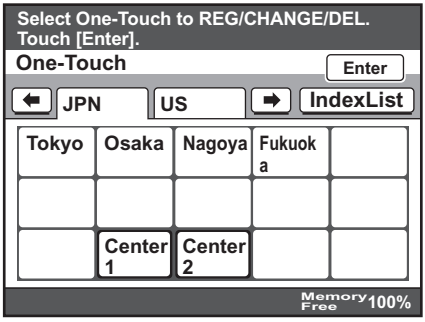


4 Touch [One-Touch].

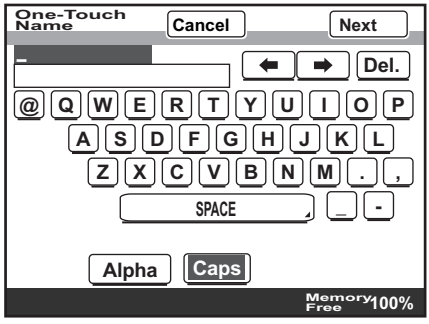


5 Touch the one-touch dial button to be programmed.

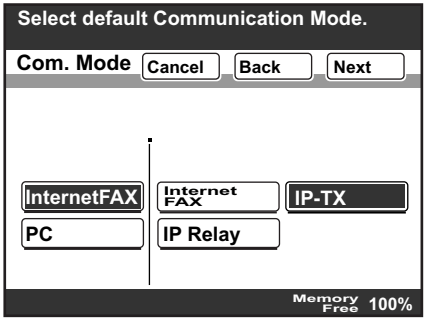
– Touch an index tab or touch [Index List], and then touch the desired one-touch dial button.
– If the machine is set to allow LDAP searches, a screen appears, allowing the one-touch dial button to be set to either permit or prohibit the address from being found with an LDAP search. For this button, select “No”.



6 Type in the recipient name that will appear on the one-touch dial button, and then touch [Next].

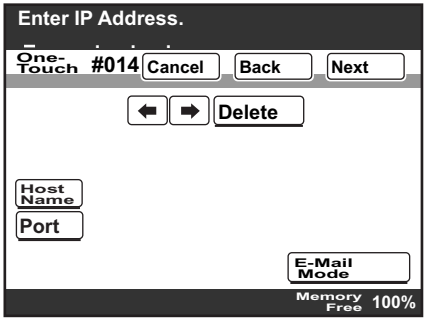


7 Select the communication mode. Touch [InternetFAX], touch [IP-TX], and then touch [Next].



8 Type in the IP address of the recipient.

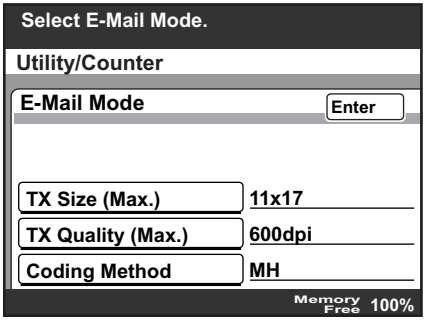
- If a DNS server is specified from the Network Setting screen, the host name can be typed in. Touch [Host Name], and then type in the host name.
- To change the entered address, press the [C] (clear) key, and then enter the correct address.



9 To select the maximum transmission size and coding method, touch [E-Mail Mode].

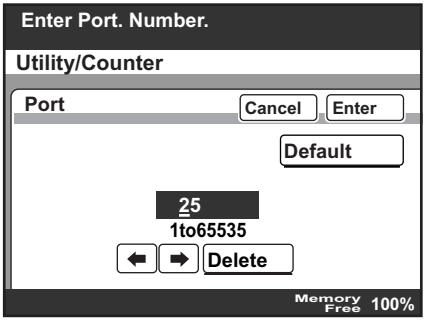
10 On the E-Mail Mode screen, settings can be specified for the following. Select the desired settings, and then touch [Enter].

- TX Size (Max.): Specify the maximum document size that can be transmitted. Select “Letter”, “Legal” or “11×17”.
- TX Quality (Max.): Select the maximum resolution that can be sent. Select “200 dpi”, “400 dpi” or “600 dpi”.
- Coding Method: Select the coding method for the data to be sent. Select “MH”, “MR” or “MMR”. The data amount for the coding methods increase as follows: MMR, MR, MH.



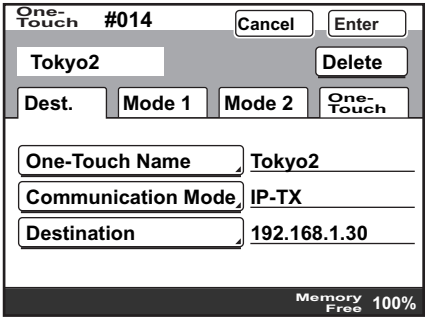
11 To change the port number, touch [Port].

- To change the port number, press the [C] (clear) key, use the keypad to type in the port number, and then touch [Enter].
- To return to the default setting, touch [Default].



12 Touch [Next].

13 Check the information to be registered, and then touch [Enter].

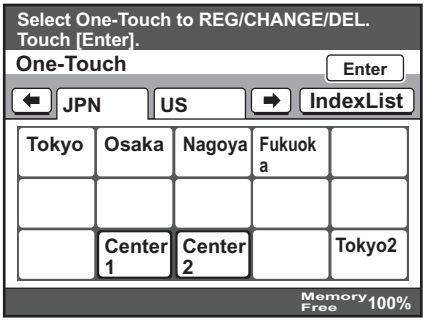


14 Touch [Enter] in each screen until the initial screen appears.

Changing/deleting a one-touch dial button

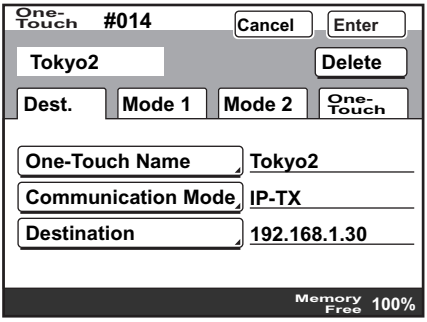
1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

2 Touch the one-touch dial button that you wish to change or delete.



3 Touch the button for the setting to be changed, and then change the setting.

– To delete the one-touch dial button, touch [Delete].



4 Check the information to be registered, and then touch [Enter].

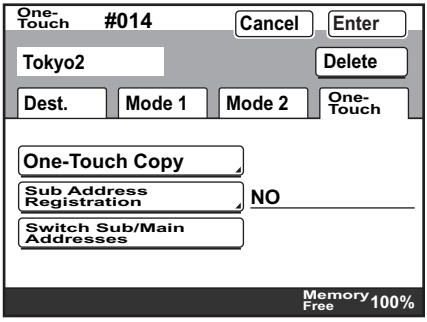
5 Touch [Enter] in each screen until the initial screen appears.

Copying a one-touch dial button

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

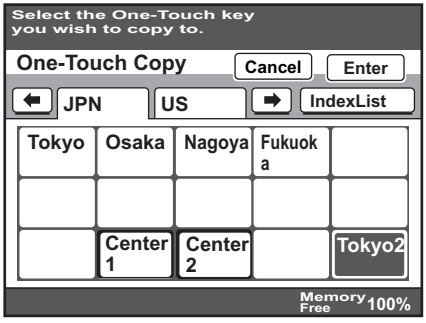
2 Touch the button for the one-touch recipient to be copied.

3 Touch [One-Touch], and then touch [One-Touch Copy].



4 Touch the button where the one-touch dial button settings are to be copied.

- Select a one-touch dial button where no settings have been registered yet.
- To deselect the one-touch dial button where the information is to be copied to, touch the selected one-touch dial button again.



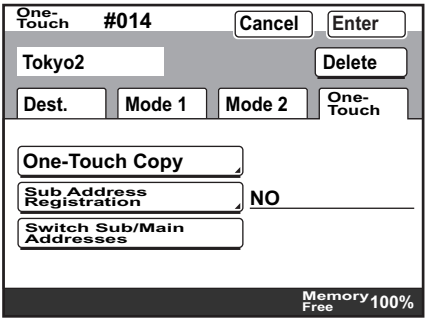
5 Touch [Enter] in each screen until the initial screen appears.

Registering/deleting the secondary recipient

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

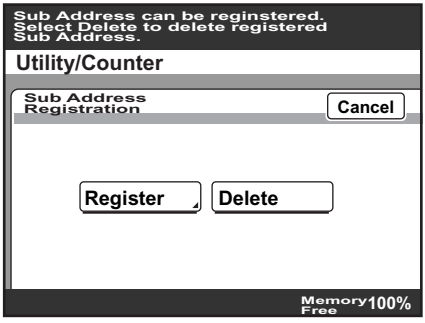
2 Touch the one-touch dial button to be programmed with a secondary recipient.

3 Touch [One-Touch], and then touch [Sub Address Registration].

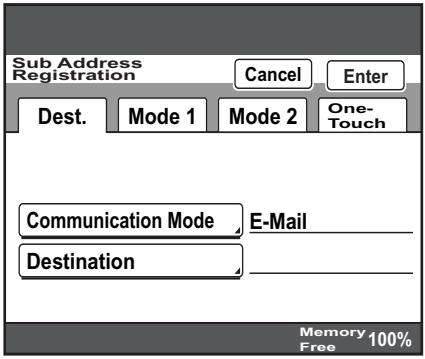


4 Touch [Register].

– To delete the registered secondary recipient, touch [Delete].



5 Enter the information for the secondary recipient, and then touch [Enter].



6 Touch [Enter] in each screen until the initial screen appears.

Naming an index

By categorizing one-touch dial buttons in indexes named, for example, as “Offices” or “Customers”, the desired one-touch dial button can easily be found.

Detail

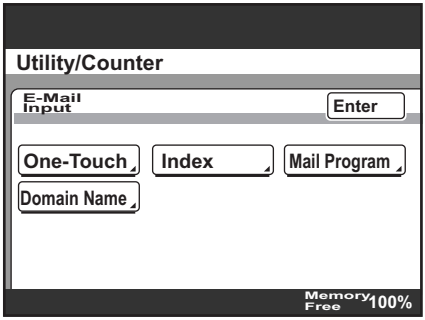
The entered index name can contain a maximum of 8 characters.

36 indexes can be registered, and up to 15 one-touch dial buttons can be registered in each index.

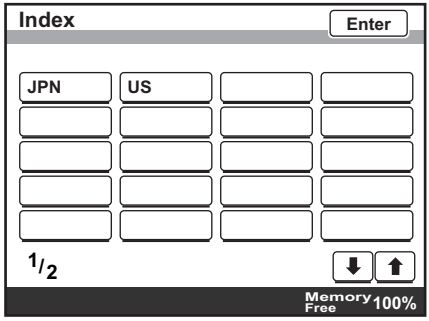
To name an index

1 Perform steps 1 through 3 of the procedure in “To program a one-touch dial button”.

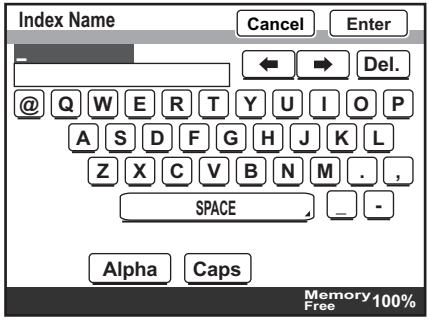
2 Touch [Index].



3 Touch the index button to be programmed.



4 Type in the index name, and then touch [Enter].



5 Touch [Enter] in each screen until the initial screen appears.

Registering a mail program

If the functions used during transmission are registered with the recipient information, a transmission can be performed with the registered settings simply by touching a button. These are called mail programs. This is convenient for sending a transmission to a specific recipient with specific settings.

Detail

Up to 30 mail programs can be registered. However, the total number of one-touch dial buttons and mail programs must not exceed 540.

Up to 300 recipients can be registered with a single mail program.

Some functions or parameters registered with a mail program have no effect depending on the operation performed, as shown in the following table. For details on each function and parameter, refer to the appropriate page.

○ : Has an effect

▲ : Has an effect under certain conditions

– : Does not have an effect

Operation Function/Parameter	IP address faxing	Scan to PC	IP Relay
Original Type	○	○	○
Density	○	○	○
Reduction	–	–	–
Set Original Size	○	○	○
TSI	○	–	–
Dest. Insert	○	–	–
TX Report	○	○	○
2in1	○	○	○
2-Sided TX	○	○	○
Rotation TX	–	–	–
Priority TX	○	○	○
Timer TX Setting	○	○	○
Stamp	▲	▲	▲
Subject Selection	–	–	–
Reply Address	–	–	–
File Name	–	○	–
Email Notification	–	–	–

Detail

For details on the settings for the following operations, refer to the User's Guide [Network Scanner Operations].

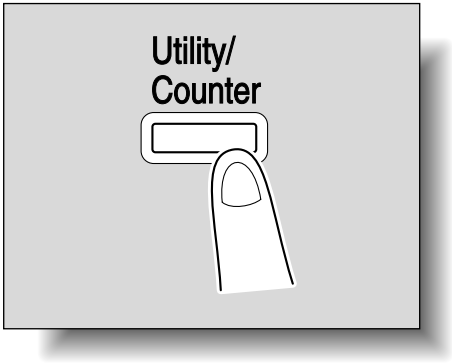
- Scan to E-Mail
- Scan to FTP
- Scan to SMB
- Scan to HDD
- Internet fax

Note

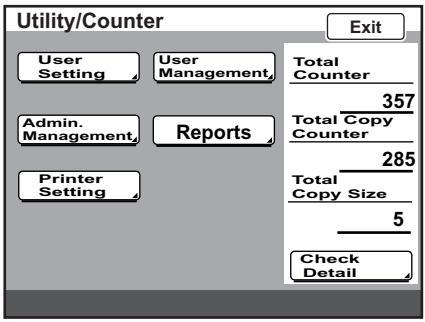
In order to use the "Stamp" function, optional stamp unit must be installed.

To register a mail program

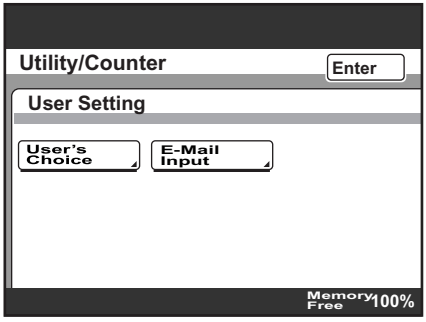
1 Press the [Utility/Counter] key.



2 Touch [User Setting].

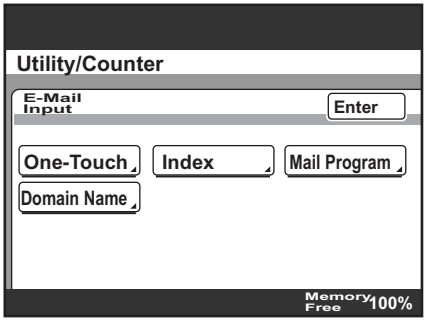


3 Touch [E-Mail Input].



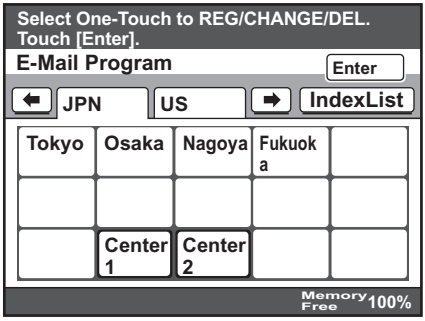
4 Touch [Mail Program].

– If the optional fax kit has been installed, [FAX Program] appears.



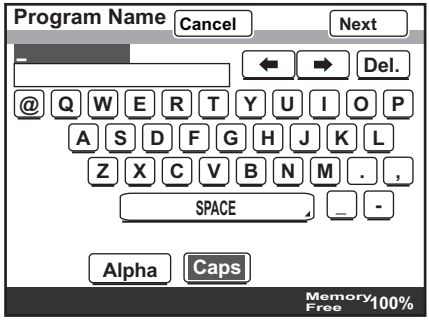
5 Touch the one-touch dial button to be programmed.

– Touch an index tab or touch [Index List], and then touch the desired one-touch dial button.



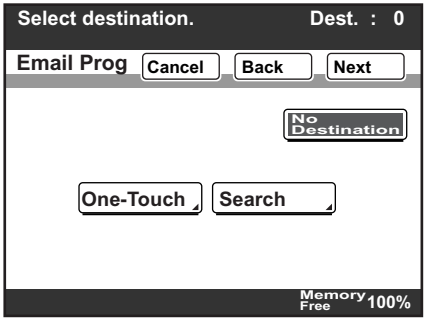
6 Type in the program name that will appear on the one-touch dial button, and then touch [Next].

– The program name can contain up to 12 characters.



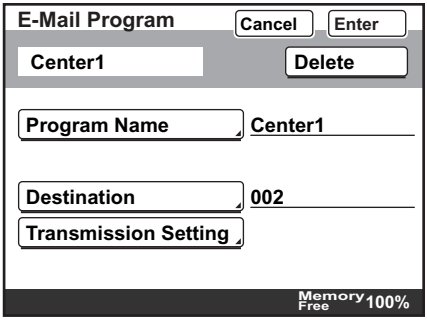
7 Specify the recipient.

- To specify a recipient with a one-touch dial button, touch [One-Touch], touch a one-touch dial button to select a recipient, and then touch [Enter].
- To search for a one-touch dial button, touch [Search], specify the recipient, and then touch [Enter].
- If no recipient is to be registered, touch [No Destination].



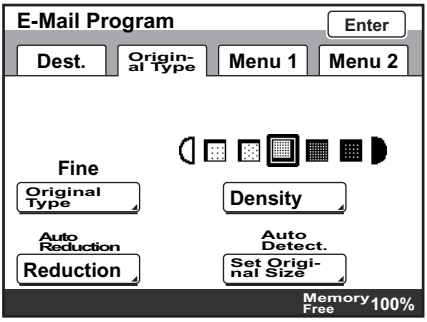
8 Touch [Next].

9 Touch [Transmission Setting].



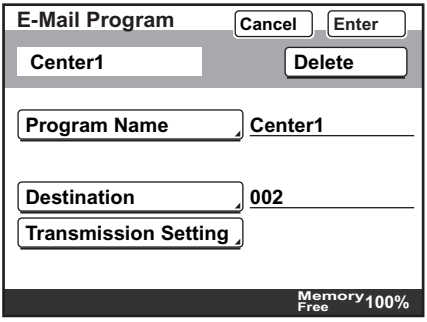
10 Specify the functions to be registered.

- Touch [Original Type] to specify settings for “Original Type”, “Density”, “Reduction”, and “Set Original Size”.
- Touch [Menu 1] to specify settings for “TSI”, “Dest. Insert”, “TX Report”, “Priority TX”, “Timer TX Setting”, “2in1”, “2-Sided TX”, “Rotation TX”, and “Stamp”.
- Touch [Menu 2] to specify settings for “Subject Selection”, “Reply Address”, “File Name”, and “Email Notification”.



11 Touch [Enter].

12 Check the information to be registered, and then touch [Enter].



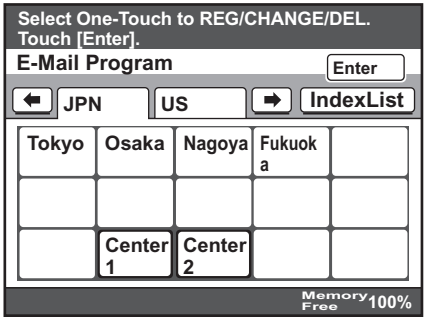
13 Touch [Enter] in each screen until the initial screen appears.

Changing/deleting a mail program

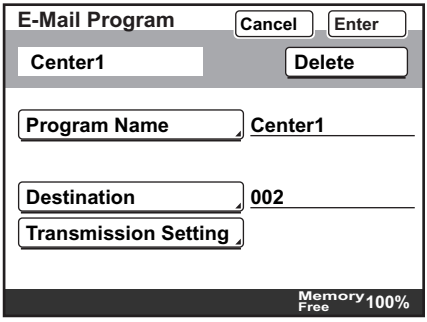
1 Perform steps 1 through 4 of the procedure in “Registering a mail program”.

2 Touch the one-touch button for the mail program that you wish to change or delete.

– Touch an index tab or touch [Index List], and then touch the desired one-touch dial button.



3 Touch the button for the setting to be changed, and then change the setting. To delete the mail program, touch [Delete].



4 Check the information to be registered, and then touch [Enter].

5 Touch [Enter] in each screen until the initial screen appears.

3 Scan to PC operations

3 Scan to PC operations

3.1 Before saving

Perform the following operations before using the Scan to PC operation.

Installing IP Scanner on the computer

When IP Scanner is installed, two utilities (IP Scanner and ImageReceiver) are installed.

When the computer is restarted after the utilities are installed, ImageReceiver starts automatically, and its icon appears in the Windows taskbar. When performing a Scan to PC operation, make sure that ImageReceiver has started normally. While ImageReceiver is running, its icon appears in the Windows taskbar.

Detail

If ImageReceiver has not started up, start it up by clicking "Start", pointing to "Programs" (or "All Programs"), then "IP Scanner", then clicking "ImageReceiver".

Checking the network settings

If there is a DHCP server on the network, data may not be sent correctly since IP addresses are automatically assigned to each computer. In this case, specify a fixed IP address for the computer or use IP Scanner.

Detail

For details on installing and using IP Scanner and on checking the scanned image, refer to chapter 4, "IP Scanner" on page 4-2.

3.2 Specifying a destination with a one-touch dial button

If the IP address of a computer is registered with a one-touch dial button, data can be saved on the computer simply by touching the one-touch dial button. In addition, other transmission functions can be added or a mail program can be registered.

Detail

For details on registering a one-touch dial button, refer to "Registering a destination" on page 3-30.

For details on registering a mail program, refer to "Registering a mail program" on page 2-42.

Selecting a one-touch dial button

A one-touch dial button can selected in any of the following ways. Use the appropriate method according to the number of destinations and the desired use.

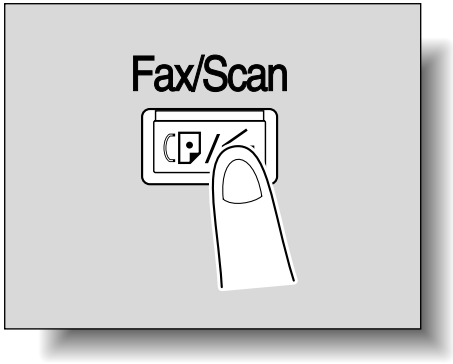
- Directly touching the one-touch dial button
- Entering the number of the one-touch dial button
- Searching for the name of the destination

Specifying a recipient by touching a one-touch dial button

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

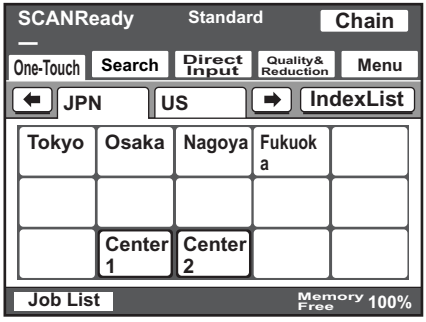
– The screen that appears after the [Fax/Scan] key is pressed can be specified using the "Default Screen" parameter in the User's Choice screen. For details, refer to the User's Guide [Copy Operations].



3 Touch [One-Touch].

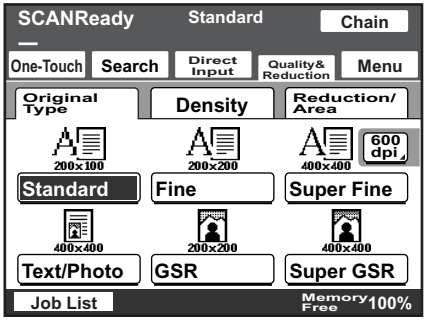
4 Select the index containing the desired recipient, and then touch the one-touch dial button.

- To select an index, touch the tab of the desired index, or touch [←] or [→] to select a different tab.
- For details on changing the index names, refer to “Naming an index” on page 2-40.
- Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



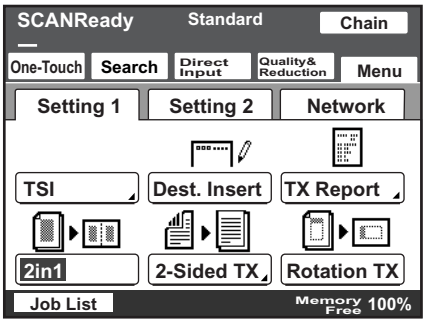
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

- For details, refer to “Specifying the scanning quality and zoom ratio” on page 3-15.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 3-20.

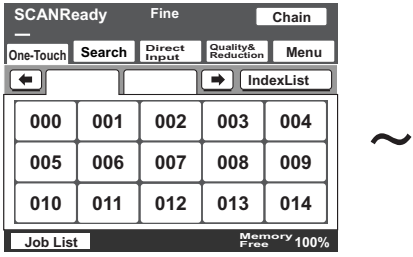


7 Press the [Start] key.

Entering the number of the one-touch dial button

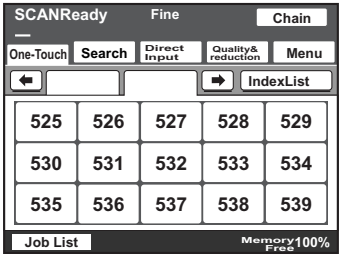
Each one-touch dial button is assigned a number, as shown below.

Instead of touching a one-touch dial button, specifying the number of the one-touch dial button allows a recipient to quickly be selected.



Index 1

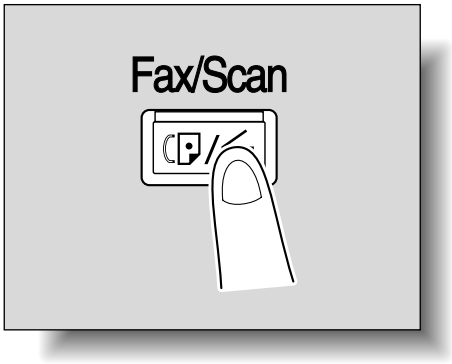
~



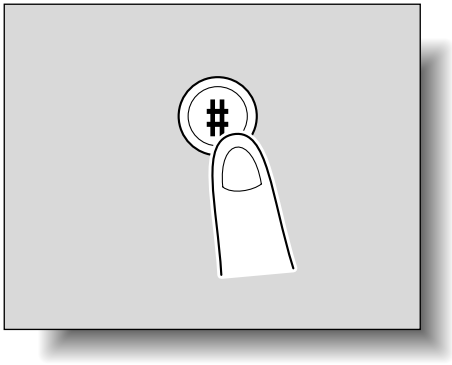
Index 36

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

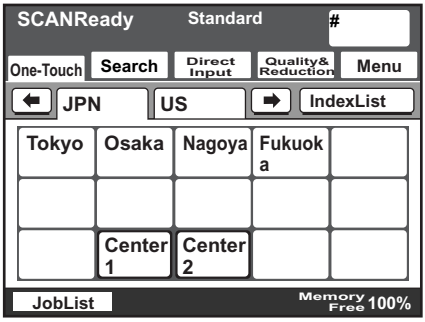


3 Press the [#] key in the control panel.



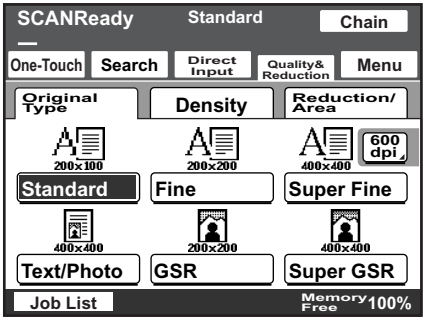
4 Using the keypad, type in the number of the one-touch dial button.

– The specified one-touch dial button is highlighted.
– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



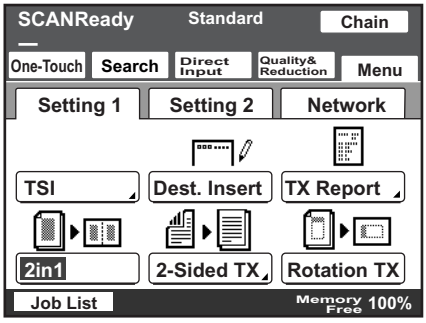
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 3-15.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 3-20.



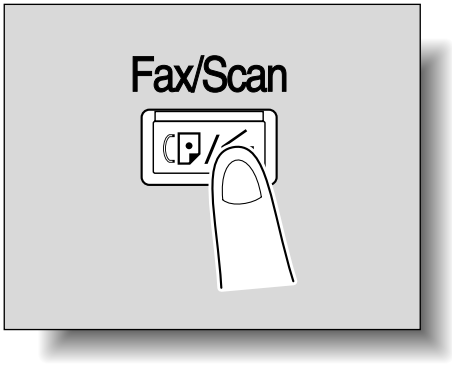
7 Press the [Start] key.

Searching for a one-touch recipient

The name of a recipient registered with a one-touch dial button can be searched for in order to select the one-touch dial button.

1 Position the document to be scanned.

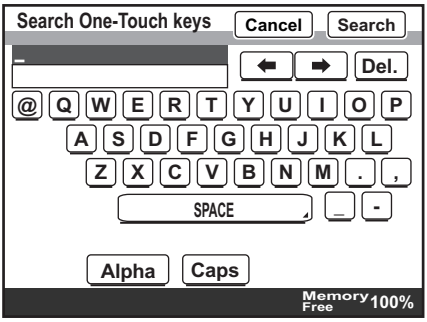
2 Press the [Fax/Scan] key.



3 Touch [Search].

– If “LDAP Search” (specified from the Network Setting screen) is set to “Yes”, a screen appears so that the search method can be selected. If this screen appears, touch [Search One-Touch Keys].

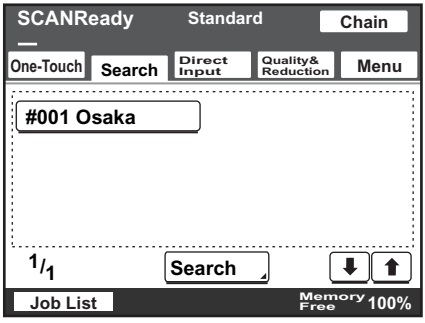
4 Type in the name of the recipient, and then touch [Search].



A screen appears, containing the list of one-touch dial buttons programmed with a recipient whose name begins with the entered name.

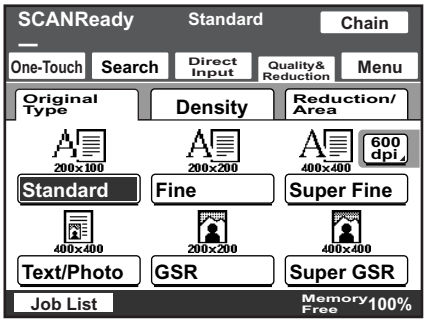
5 Touch the desired one-touch dial button to select it.

– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



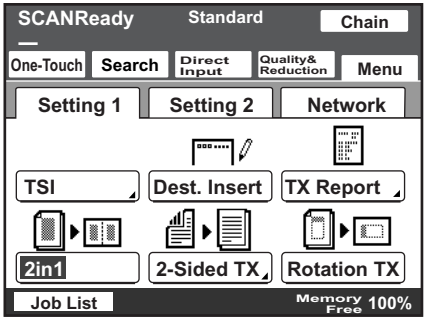
6 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 3-15.



7 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 3-20.



8 Press the [Start] key.

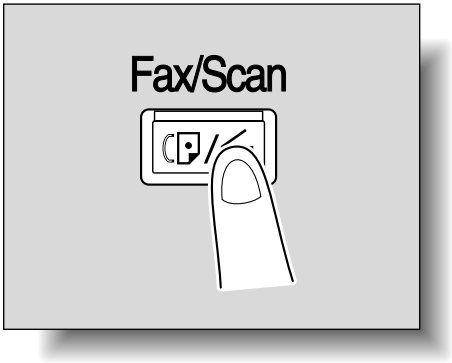
3.3 Entering an address

The address of a recipient not registered in a one-touch dial button can be entered directly to be specified.

To enter an address

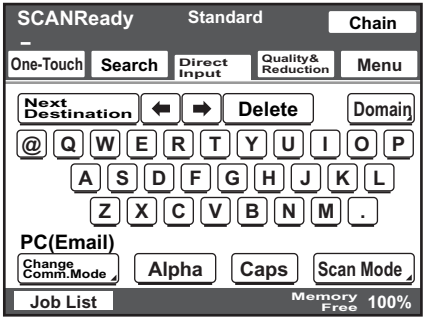
1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

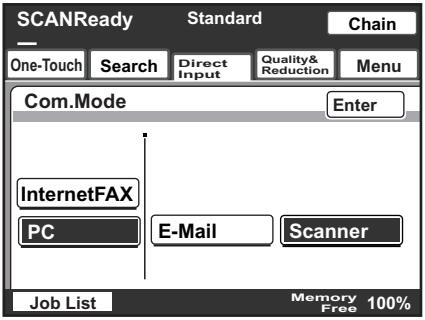


3 Touch [Direct Input].

4 Select the communication mode. Touch [Change Comm. Mode].

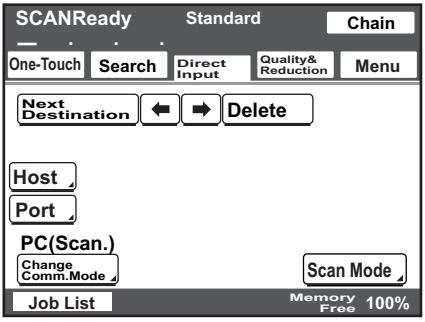


5 Touch [PC], then [Scanner], and then touch [Enter].



6 Type in the IP address of the machine where the data is to be saved, and then touch [Next Destination].

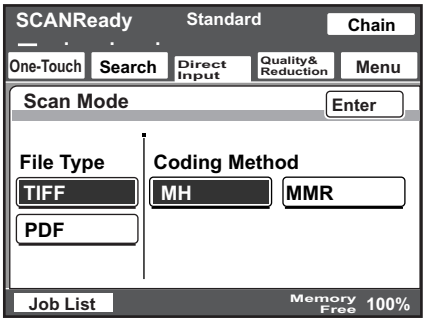
- If a DNS server is specified from the Network Setting screen, the host name can be typed in. Touch [Host], and then type in the host name.
- To change the entered address, press the [C] (clear) key, and then enter the correct address.



7 To select the file format and coding method, touch [Scan Mode].

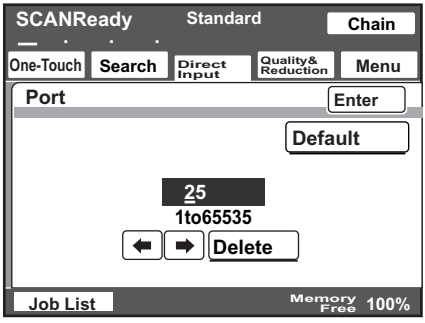
8 On the Scan Mode screen, settings can be specified for the following. Select the desired settings, and then touch [Enter].

- File Type: Select either “TIFF” or “PDF”.
- Coding Method: Select the coding method (“MH” or “MMR”) for the data to be sent. The data amount with the MMR coding method is less than with the MH method.



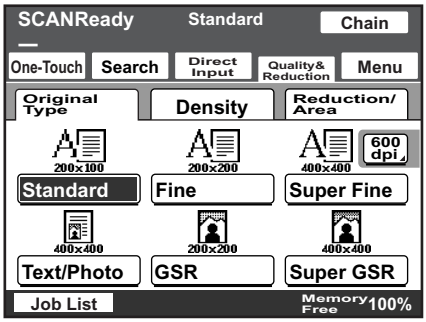
9 To change the port number, touch [Port].

- To change the port number, press the [C] (clear) key, use the keypad to type in the port number, and then touch [Enter].
- To return to the default setting, touch [Default].



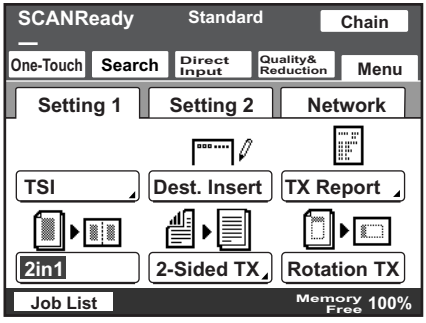
10 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 3-15.



11 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 3-20.



12 Press the [Start] key.

3.4 Specifying the scanning quality and zoom ratio

Touch [Quality & Reduction] in the screen that appears when the [Fax/Scan] key is pressed to specify the scanning image quality and zoom ratio.

Detail

When a transmission is finished, the transmission settings return to their defaults.

Original Type

Select the scanning resolution (amount of details). From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

Setting	Description
Standard	For documents with normal text (such as handwriting)
Fine Super Fine 600dpi Text	For documents containing small print, such as newspapers, or documents containing detailed illustrations
Text/Photo 600dpi Text&Photo	For documents containing both text and images with color shades (such as photos)
GSR Super GSR 600dpi Photo	For documents with color shades, such as photos

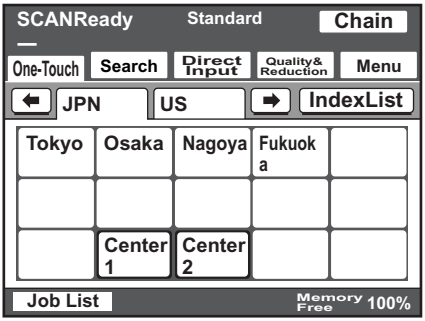
Detail

If data is sent with the "Text/Photo" setting selected, moire patterns may appear in some photos. This is not a sign of a malfunction. To reduce the appearance of moire patterns, send the data with the "GSR" or "Super GSR" setting.

If a high resolution was selected in order to send a clean image, the size of the image data that is sent may become large and the provider or server may not allow the data to be sent. First, check the size limitations for data that can be sent.

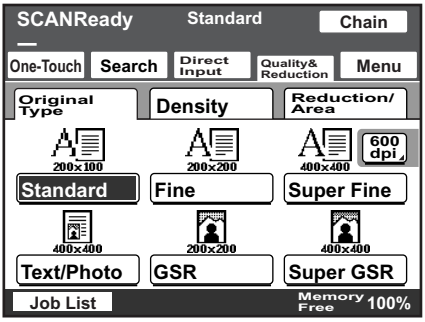
To select an Original Type setting

1 Touch [Quality & Reduction].



2 Touch [Original Type], and then touch the button for the desired Original Type setting.

– To select a higher resolution, touch [600 dpi].



Density

From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

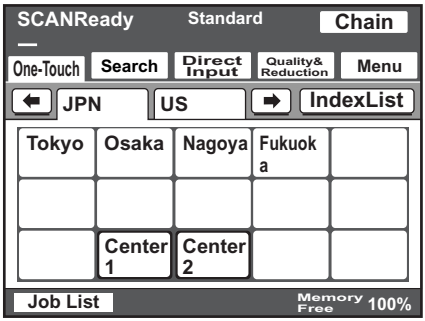
Setting	Description
Light	For documents with a dark background color, such as newspaper and blueprints
↑	
Std.	For normal documents
↓	
Dark	For documents with faint or colored text

Detail

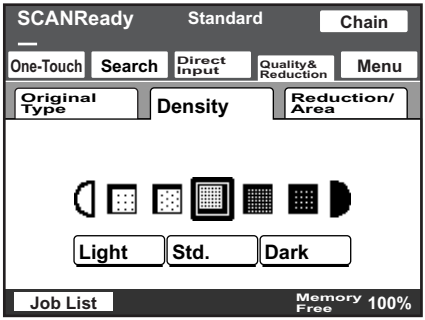
If "600 dpi Text" or "600 dpi Text & Photo" is selected, the density can be set to one of three levels: "Light", "Std.", and "Dark".

To select a Density setting

1 Touch [Quality & Reduction].



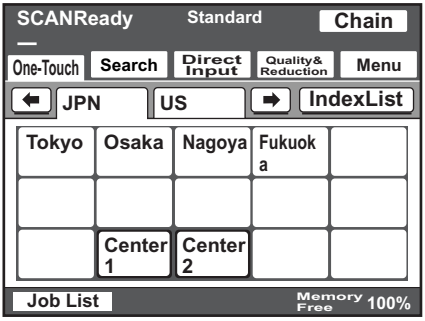
2 Touch [Density], and then touch the button for the desired Density setting.



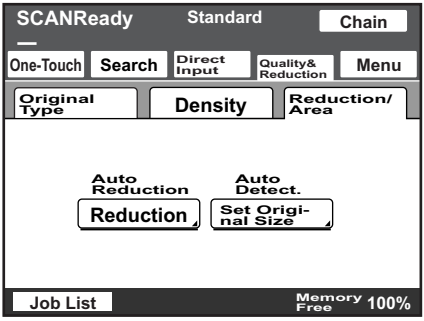
Set Original Size

The scanned area can be specified as a standard size. However, a portion of a large document can be sent or a non-standard-sized document can be sent as a standard size.

1 Touch [Quality & Reduction].

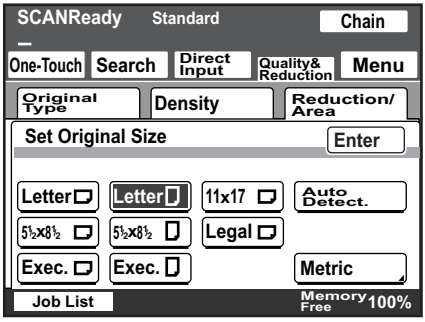


2 Touch [Reduction/Area], and then touch [Set Original Size].



3 Select the desired scanning size, and then touch [Enter].

– Touch [Auto Detect.] to automatically select the size closest to the size of the document. However, if the document is smaller than Letter size, Letter size is selected.



3.5 Specifying additional functions

Touch [Menu] in the screen that appears when the [Fax/Scan] key is pressed to add the following functions.

Function		Description
Setting 1 tab	TX Report	Select the conditions for printing the transmission results report. Default: Select this setting to print the report according to the setting specified from the Administrator Management screen. ON: Select this setting to print the report, regardless of the transmission result. If TX Fails: Select this setting to print the report only if the transmission failed. OFF: Select this setting to not print the report, regardless of the transmission result.
	2in1	Select whether or not to send the data using the "2in1" function (reducing two pages to fit in a single page).
	2-Sided TX	Select whether or not a double-sided transmission is performed. The position of the binding margin and the page orientation can also be specified.
Setting 2 tab	Priority TX	Select whether or not the data is sent with priority over the other jobs.
	Timer TX Setting	Specify the time that the transmission is sent. Touch [Enter] to specify that the transmission will be sent at the specified time.
	Stamp	Specify whether the scanned image is stamped to indicate that it has been scanned. The document must be loaded into the ADF. **Note** *In order to use the "Stamp" function, optional stamp unit must be installed.*
Network	File Name	The name of the saved data file can be specified. Up to 16 characters can be entered.

Note

The following parameters and functions have no effect, even if settings have been specified.

- *"TSI" on the Setting 1 tab*
- *"Dest. Insert" on the Setting 1 tab*
- *"Rotation TX" on the Setting 1 tab*
- *"Subject Selection" on the Network tab*
- *"Reply Address" on the Network tab*
- *"Email Notification" on the Network tab*

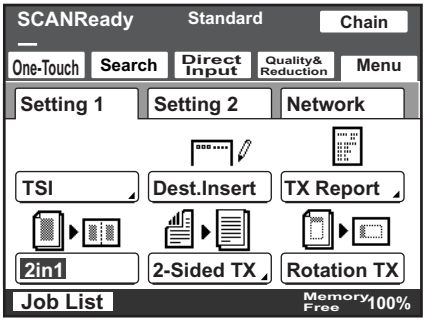
Specifying the transmission report printing condition

The conditions for printing the transmission result report can be specified.

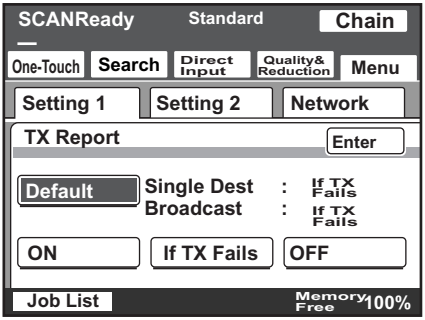
The conditions for printing the transmission result report are preset with the "Report Settings" parameters from the Administrator Management 1 screen. Follow the procedure described below to change these conditions.

1 Touch [Menu].

2 Touch [TX Report] on the Setting 1 tab.



3 Specify the desired printing condition, and then touch [Enter].

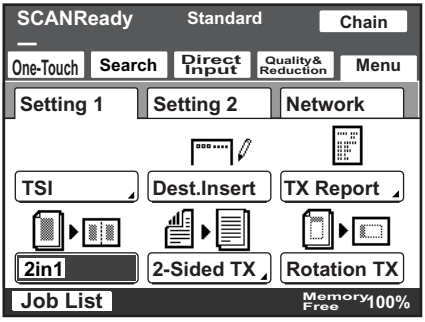


Specifying 2in1 transmission

1 Touch [Menu].

2 Touch [2in1] on the Setting 1 tab.

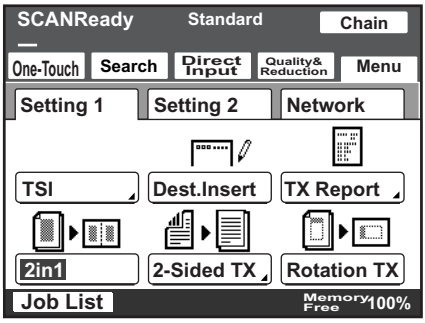
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying double-sided transmission settings

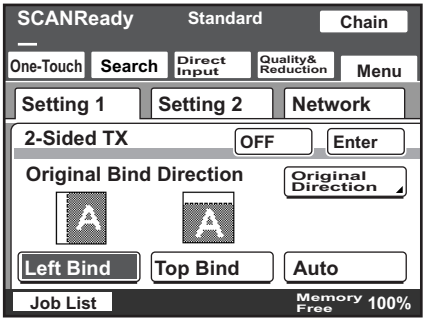
1 Touch [Menu].

2 Touch [2-Sided TX] on the Setting 1 tab.



3 Select the appropriate binding margin position.

– To specify the document loading orientation and position of the top of the page, touch [Original Direction], and then select the desired settings.



4 Touch [Enter].

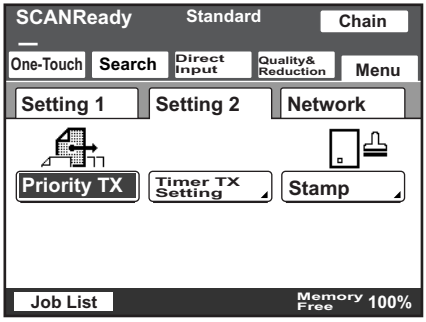
– To cancel the function, touch [OFF].

Specifying priority transmission

1 Touch [Menu].

2 Touch [Priority TX] on the Setting 2 tab.

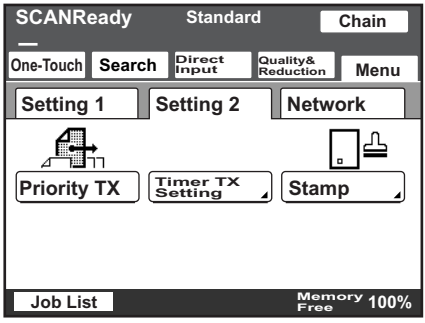
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying timer transmission settings

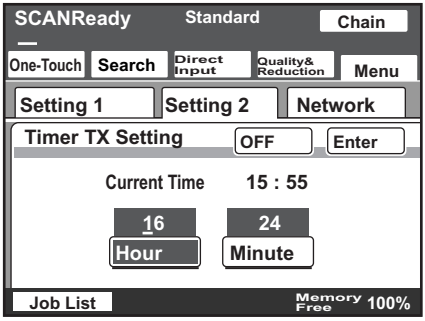
1 Touch [Menu].

2 Touch [Timer TX Setting] on the Setting 2 tab.



3 Specify the time that the transmission is to be sent.

– Touch [Hour] or [Minute], and then use the keypad to type in the desired time.



4 Touch [Enter].

– To cancel the function, touch [OFF].

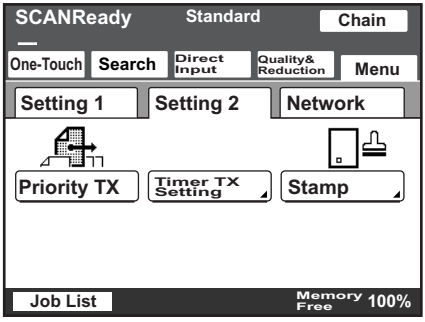
Note

Up to 200 documents can be specified with a timer transmission.

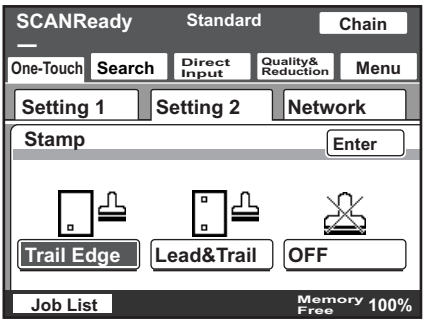
Specifying the stamp setting

1 Touch [Menu].

2 Touch [Stamp] on the Setting 2 tab.



3 Select the stamping position, and then touch [Enter].

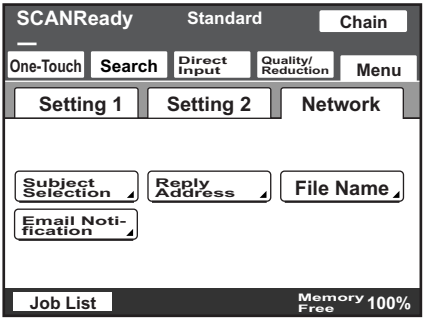


Specifying the file name

The name of the data file attached to an e-mail message can be specified. Up to 16 characters can be entered.

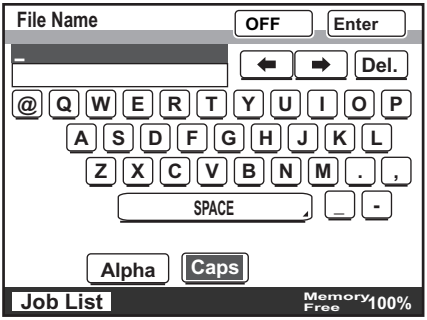
1 Touch [Menu].

2 Touch [File Name] on the Network tab.



3 Type in the file name, and then touch [Enter].

- It is not necessary to enter the file extension.
- To cancel the setting, touch [OFF].



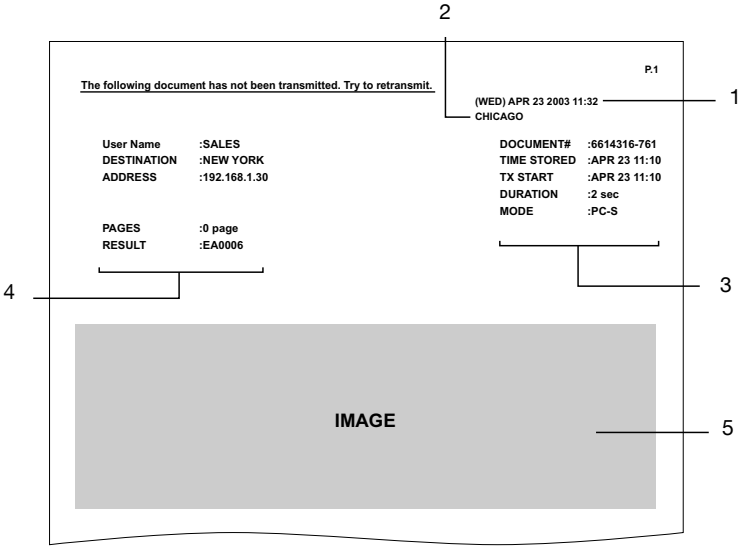
3.6 If the data could not be saved

If the transmission could not be completed correctly, a transmission result report is printed.

Detail

The setting for printing the transmission report can be changed. For details, refer to the User's Guide [Network Scanner Operations].

Viewing the transmission report



No.	Item	Description
1	Report output date	Shows the date that the report was printed.
2	Transmission source name	Shows the name and address of the transmission source.
3	Transmission information	Shows the number for the transmitted document, the time required, and the mode.

No.	Item	Description
4	Transmission results	Shows the transmission results. Any of the following may be indicated. OK: The transmission was completed successfully. INTERR: The transmission was interrupted. F.MEM: The memory is full. NG: The transmission was completed unsuccessfully. PT.DEL: The transmission to some recipients failed. F.DATA: The size of the data exceeds the allowable limit. IMG NG: The transmission resolution was incorrect so the transmission was ended. Error code: For details, refer to “Error codes” on page 8-3.
5	Transmission image	Shows a part of the transmitted image.

Resending

A maximum of 20 documents that could not be sent are saved to be sent again.

1 Touch [Job List], touch [Type], and then select the document that could not be sent.

– If [Retry] or [Change Destination] appears in the screen, the document can be resent without being scanned again.

2 To send the document to the same recipient, touch [Retry].

– To send the document to a different recipient, touch [Change Destination].

3.7 Registering a destination

Programming a one-touch dial button

If a recipient is registered with a one-touch dial button, the transmission can be sent easily and accurately.

Two types of recipients can be registered with a one-touch dial button: a main recipient and a secondary recipient, where the data is sent if the transmission to the main recipient fails.

Note

If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", only the administrator will be able to register, change and delete one-touch recipients. For details on the Administrator Set screen, refer to the User's Guide [Facsimile Operations].

Detail

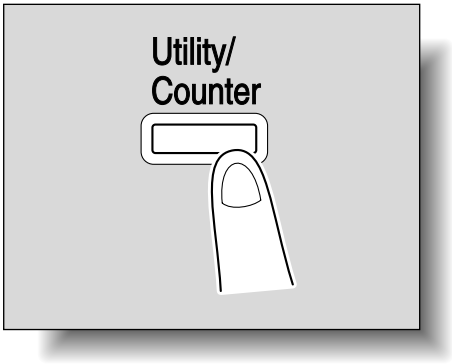
Any of the following communication modes can be specified for the secondary recipient.
- PC (E-Mail)
- PC (Scanner)
- InternetFAX (Internet FAX)
- InternetFAX (IP-TX)
- InternetFAX (IP Relay)
*- FAX (G3)**
** The communication mode can be specified if the optional fax kit is installed.*

Settings can be specified for the following.

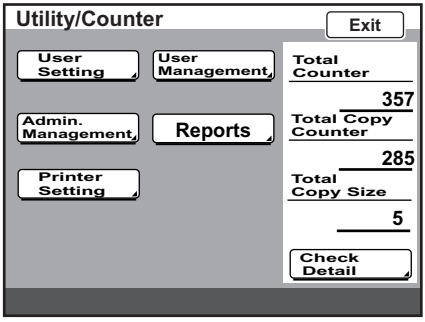
Item	Description
One-Touch Name	Type in the name of the recipient that will appear on the one-touch dial button. Up to 12 characters can be entered. Example: Tokyo br
Destination	Type in the IP address of the computer where the data is to be saved.
Port	Type in the port number (between 1 and 65535).
File Type	Select the format ("TIFF" or "PDF") of the file that is to be sent.
Coding Method	Select the coding method for the data to be sent. Select "MH" or "MMR". The data amount with the MMR coding method is less than with the MH method.

To program a one-touch dial button

1 Press the [Utility/Counter] key.

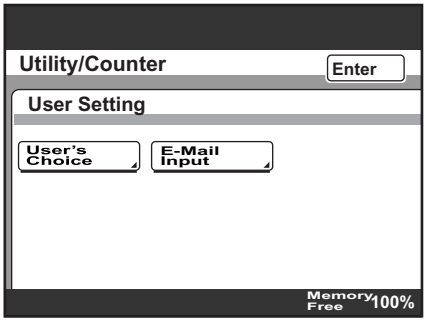


2 Touch [User Setting].

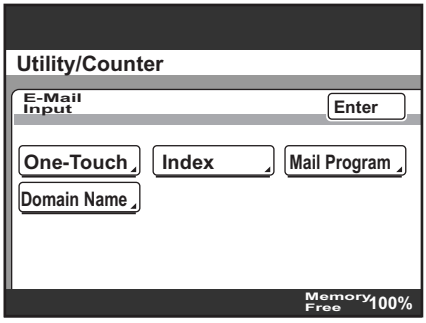


3 Touch [E-Mail Input].

– If the optional fax kit has been installed, [FAX] appears.

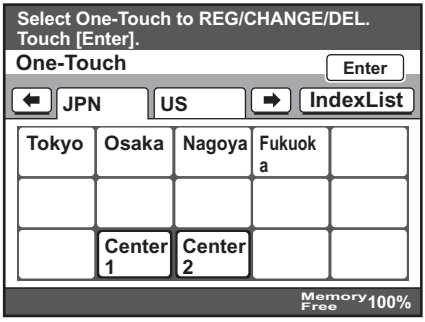


4 Touch [One-Touch].

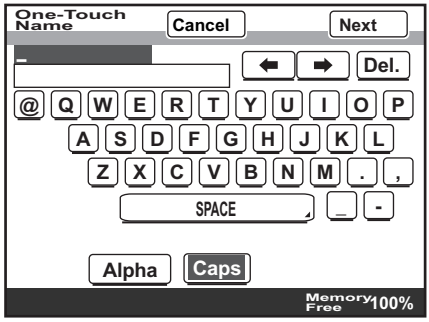


5 Touch the one-touch dial button to be programmed.

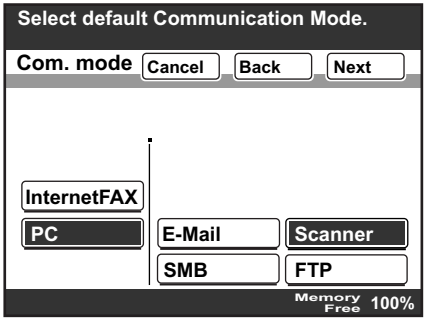
– Touch an index tab or touch [Index List], and then touch the desired one-touch dial button.
– If the machine is set to allow LDAP searches, a screen appears, allowing the one-touch dial button to be set to either permit or prohibit the address from being found with an LDAP search. For this button, select “No”.



6 Type in the recipient name that will appear on the one-touch dial button, and then touch [Next].

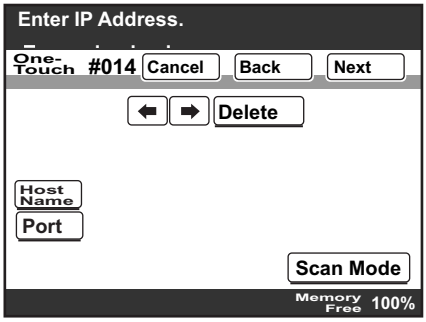


7 Select the communication mode. Touch [PC], touch [Scanner], and then touch [Next].



8 Type in the IP address of the machine where the data is to be saved, and then touch [Enter].

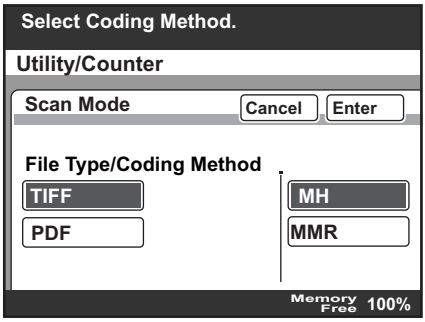
- If a DNS server is specified from the Network Setting screen, the host name can be typed in. Touch [Host Name], and then type in the host name.
- To change the entered address, press the [C] (clear) key, and then enter the correct address.



9 To select the file format and coding method, touch [Scan Mode].

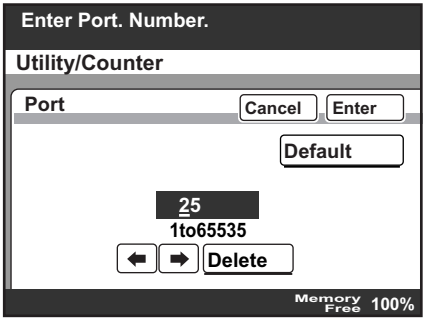
10 On the Scan Mode screen, settings can be specified for the following. Select the desired settings, and then touch [Enter].

- File Type: Select either “TIFF” or “PDF”.
- Coding Method: Select the coding method (“MH” or “MMR”) for the data to be sent. The data amount with the MMR coding method is less than with the MH method.



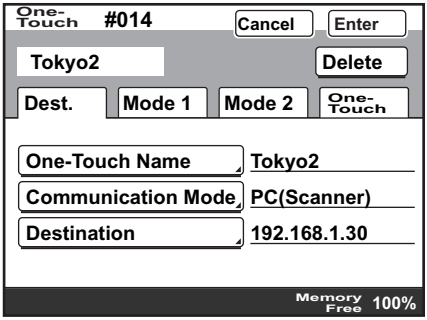
11 To change the port number, touch [Port].

- To change the port number, press the [C] (clear) key, use the keypad to type in the port number, and then touch [Enter].
- To return to the default setting, touch [Default].



12 Touch [Next].

13 Check the information to be registered, and then touch [Enter].

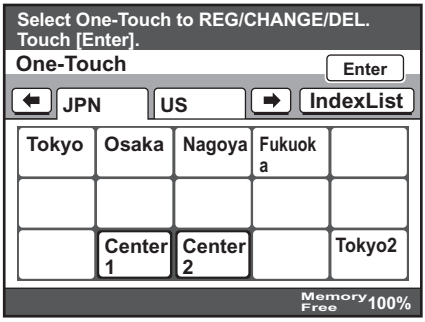


14 Touch [Enter] in each screen until the initial screen appears.

Changing/deleting a one-touch dial button

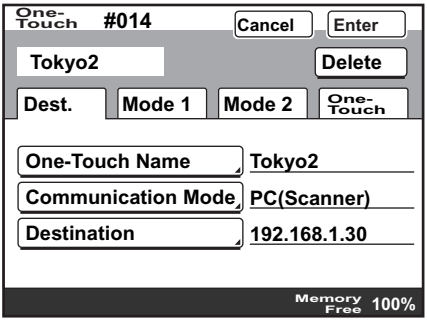
1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

2 Touch the one-touch dial button that you wish to change or delete.



3 Touch the button for the setting to be changed, and then change the setting.

– To delete the one-touch dial button, touch [Delete].



4 Check the information to be registered, and then touch [Enter].

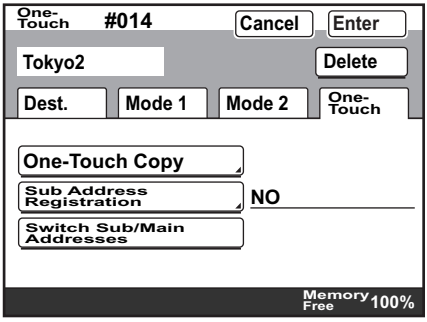
5 Touch [Enter] in each screen until the initial screen appears.

Copying a one-touch dial button

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

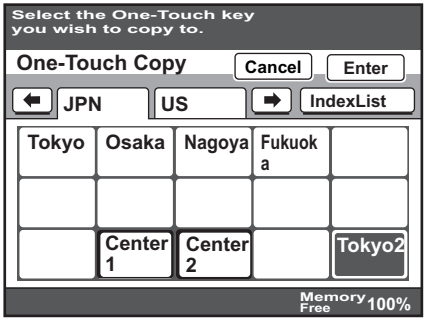
2 Touch the button for the one-touch recipient to be copied.

3 Touch [One-Touch], and then touch [One-Touch Copy].



4 Touch the button where the one-touch dial button settings are to be copied.

- Select a one-touch dial button where no settings have been registered yet.
- To deselect the one-touch dial button where the information is to be copied to, touch the selected one-touch dial button again.



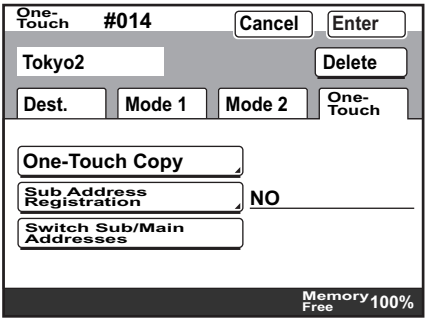
5 Touch [Enter] in each screen until the initial screen appears.

Registering/deleting the secondary recipient

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

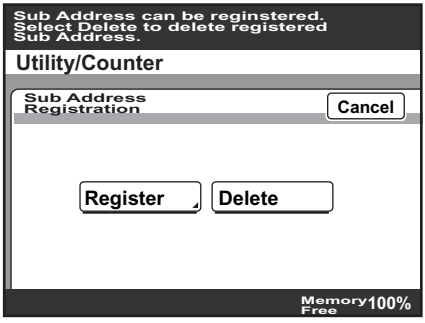
2 Touch the one-touch dial button to be programmed with a secondary recipient.

3 Touch [One-Touch], and then touch [Sub Address Registration].

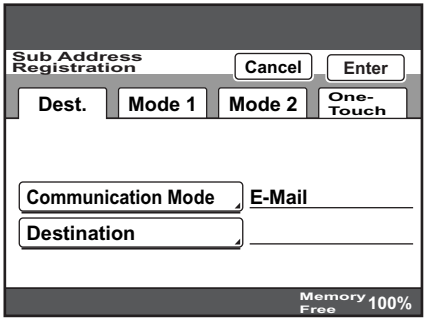


4 Touch [Register].

– To delete the registered secondary recipient, touch [Delete].



5 Enter the information for the secondary recipient, and then touch [Enter].



6 Touch [Enter] in each screen until the initial screen appears.

4 IP Scanner

4 IP Scanner

4.1 Before using IP Scanner

This section contains various information that should be understood before IP Scanner is used.

IP Scanner and ImageReceiver

Descriptions for IP Scanner and Image Receiver are provided below.

- These utilities are available only when a document is scanned. For details on saving a received fax transferred to IP Scanner, refer to “Forwarding a received document to IP Scanner” on page 4-32.
- An data scanned with this machine and sent to a computer is received with ImageReceiver and saved as an image file with IP Scanner. Before using IP Scanner, make sure that ImageReceiver has been started.
- While ImageReceiver is running, its icon appears in the Windows taskbar. Normally, ImageReceiver starts automatically when Windows is started.
- If ImageReceiver has not started up, start it up by clicking “Start”, pointing to “Programs” (or “All Programs” with Windows XP), then “IP Scanner”, then clicking “ImageReceiver”.
- When ImageReceiver begins to receive image data, the icon in the Windows taskbar flashes.
- Depending on the specified ImageReceiver settings, image data can be received with ImageReceiver, even if IP Scanner is not started.

Detail
With IP Scanner, JBIG-encoded TIFF files cannot be viewed.

Using a dial-up router

Before using IP Scanner, correctly specify the IP address of this machine. Caution must be taken particularly if IP Scanner is used in an environment where a dial-up router is used.

If the IP address is incorrectly specified in an environment where a dial-up router is used, the dial-up router may dial unnecessarily.

In addition, depending on the network settings specified on the computer, the dial-up router may dial unnecessarily, regardless of whether the IP address is correctly specified.

Using a modem or terminal adapter

If a computer installed with a modem (or connected to a terminal adaptor) is being used, the modem (or terminal adaptor) may dial.

If this occurs, select “Never dial a connection” or “Dial whenever a network connection is not present” below “Dial-up and Virtual Private Network settings” on the Connections tab of the Internet Properties dialog box. For details, refer to the manual for the operating system.

Using Windows XP Service Pack 2

With Windows XP SP2, transmission performed by ImageReceiver may be affected by the enhanced security features (Windows firewall is activated as a standard setting).

In order to use ImageReceiver, click [Unblock] in the Windows Security Alert message. All transmissions performed by ImageReceiver are set to pass through the Windows firewall, and all ImageReceiver functions can be used as usual.

Detail

If [Keep Blocking] was clicked, all transmissions performed by ImageReceiver are blocked by the Windows firewall, and the ImageReceiver functions can no longer be used. For details on allowing ImageReceiver to be used, refer to “Allowing ImageReceiver to be used” on page 4-4.

Detail

The Windows Security Alert message appears when ImageReceiver is started under the following conditions.
- When Windows XP SP2 is installed when ImageReceiver is already installed
- When ImageReceiver is re-installed on a computer installed with Windows XP SP2

Allowing ImageReceiver to be used

If [Keep Blocking] was clicked in the Windows Security Alert message, ImageReceiver can no longer be used. In this case, follow the procedure described below to allow ImageReceiver to be used.

1 Open Control Panel, and then double-click “Security Center”, which was installed with Windows XP SP2.

2 In the Windows Security Center dialog box, click “Windows Firewall”.

3 In the Windows Firewall dialog box, click the Exceptions tab.

4 In the “Programs and Services” list, check that “MGS” with the ImageReceiver program name is registered.

5 Select the “MGS” check box.

6 Click [OK].

Detail

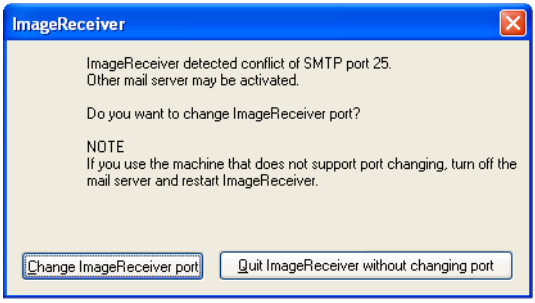
The firewall setting can only be changed by a user with administrator privileges.

ImageReceiver port conflicts

If a mail server is running on a computer installed with IP Scanner, a confirmation message appears.

If IP Scanner (and ImageReceiver) and the mail server are being used on the same computer, click [Change ImageReceiver port].

However, to use this function, the setting must match the Port setting for the one-touch dial button used with the Scan to PC operation.



The port number can be checked after it is changed by clicking “Help”, then “Computer Information” in IP Scanner.

When using IP Scanner (and ImageReceiver) without changing the port number, stop the mail server, and then restart ImageReceiver.

If the port number was unintentionally changed, uninstall IP Scanner, and then install it again.

4.2 Installing/uninstalling utilities

IP Scanner is available from the utilities disk included with this machine. About 35 MB of hard disk free space is required to install IP Scanner.

ImageReceiver installation methods

Install ImageReceiver in either of the following ways, depending on your operating environment.

Installation method	Description
Install as an application	This is the normal installation method. The settings for saved image data used in IP Scanner can be used.
Install as a service	Use this installation method when being used on a server or shared terminal. The utility can be installed on computers running Windows Server 2003, XP, 2000 or NT 4.0. ImageReceiver can be used even if the user has not logged on; however, the settings for saved image data used in IP Scanner cannot be used.

Installing utilities

1 Start up the computer, and then insert the CD-ROM.

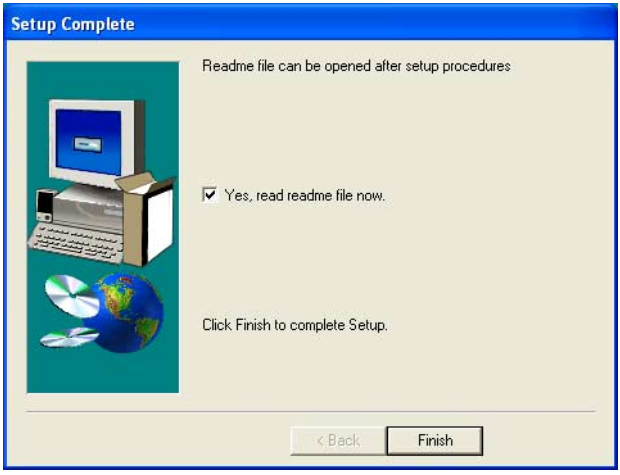
The installer starts up.

2 Select “Install IP Scanner”.

3 Check the contents of the dialog box, and then click the [Next] button.

4 Follow the instructions that appear to finish the installation.

5 In the Setup Complete dialog box, click [Finish].



6 Restart the computer.

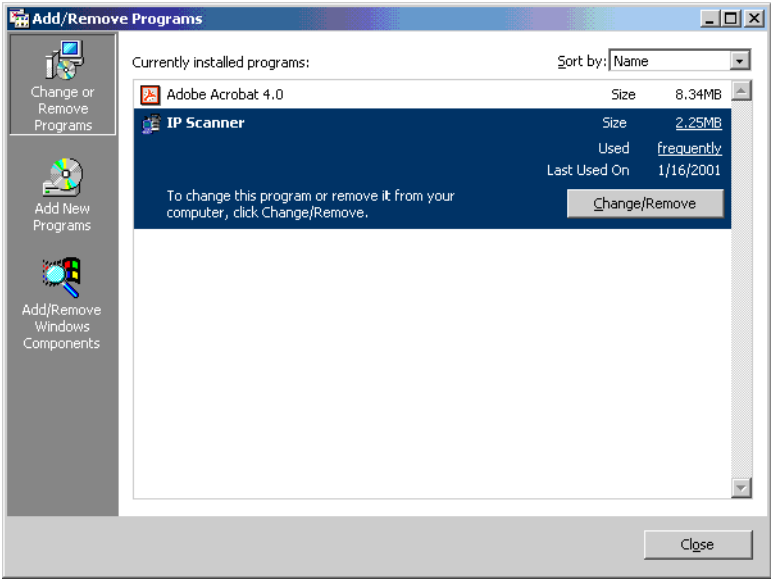
Uninstalling utilities (from Windows 98/98SE/Me/NT 4.0)

Before uninstalling IP Scanner, exit ImageReceiver.

1 In Windows, click “Start”, point to “Settings”, and then click “Control Panel”.

2 Double-click “Add/Remove Programs”.

3 Select “IP Scanner”, and then click [Change/Remove].



4 Click [Yes].

5 Follow the instructions that appear to finish the uninstallation.

6 Restart the computer.

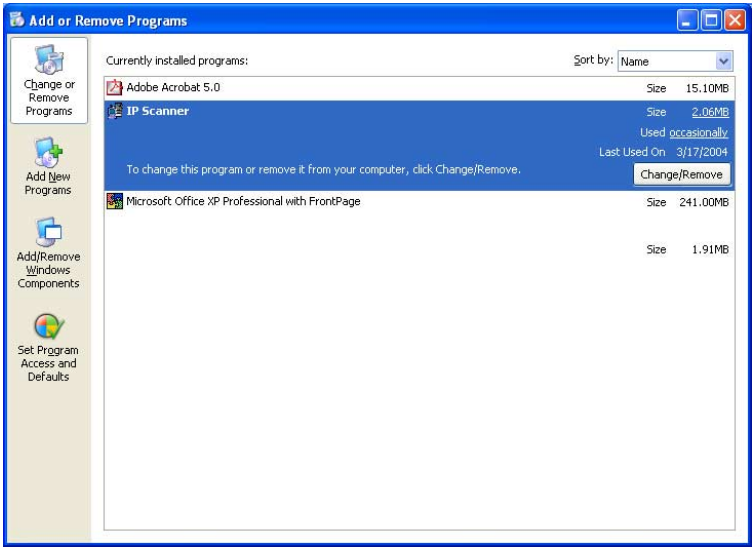
Uninstalling utilities (for Windows 2000/XP/Server 2003)

1 In Windows, click “Start”, point to “Settings”, and then click “Control Panel”.

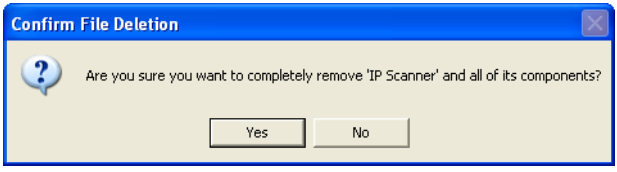
2 Double-click “Add or Remove Programs”.

– With Windows 2000, double-click “Add/Remove Programs”.

3 Select “IP Scanner”, and then click [Change/Remove].



4 Click [Yes].



5 Follow the instructions that appear to finish the uninstallation.

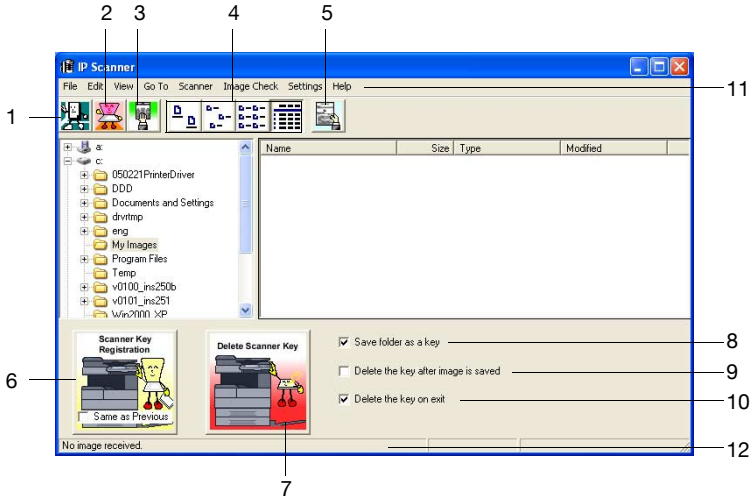
6 Restart the computer.

4.3 IP Scanner operations

The window and menu for IP Scanner is described below.

Main window

This window appears when IP Scanner is started.

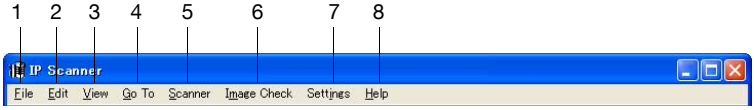


No.	Element Name	Description
1	Close button	Click this button to exit IP Scanner.
2	Scanner Settings button	Click this button to display the Scanner Settings dialog box. For details, refer to “Scanner Settings dialog box” on page 4-14.
3	Check RX Now button	Click this button to check if scan data has arrived.
4	Large Icons, Small Icons, List, and Details buttons	Click these buttons to change how the icons are displayed.
5	Thumbnails button	Click this button to start ViewWindow and display a list of thumbnails for all TIFF and PDF files in the open folder. For details, refer to “ViewWindow” on page 4-21.
6	[Scanner Key Registration] button	Click this button to display the Scanner Settings dialog box to program a button on the machine for specifying the computer where data is to be sent. If the “Same as Previous” check box is selected, the button will be programmed with the same settings as the previous button that was programmed. If a machine is not connected, the illustration of the machine appears faint.
7	[Delete Scanner Key] button	Click this button to erase the programmed scan button on the machine.

No.	Element Name	Description
8	“Save folder as a key” check box	If this check box is selected, a folder with the same name as the button is automatically created when a scan button is programmed.
9	“Delete the key after image is saved” check box	If this check box is selected, the scan button is automatically erased as soon as the scanned image is saved in a folder.
10	“Delete the key on exit” check box	If this check box is selected, the scan button is automatically erased when IP Scanner is exited.
11	Menu bar	Click the commands in the menus to specify various settings. For details, refer to “Available commands” on page 4-11.
12	Status bar	Displays the operating status of the application.

Available commands

The commands on the various menus are described below.



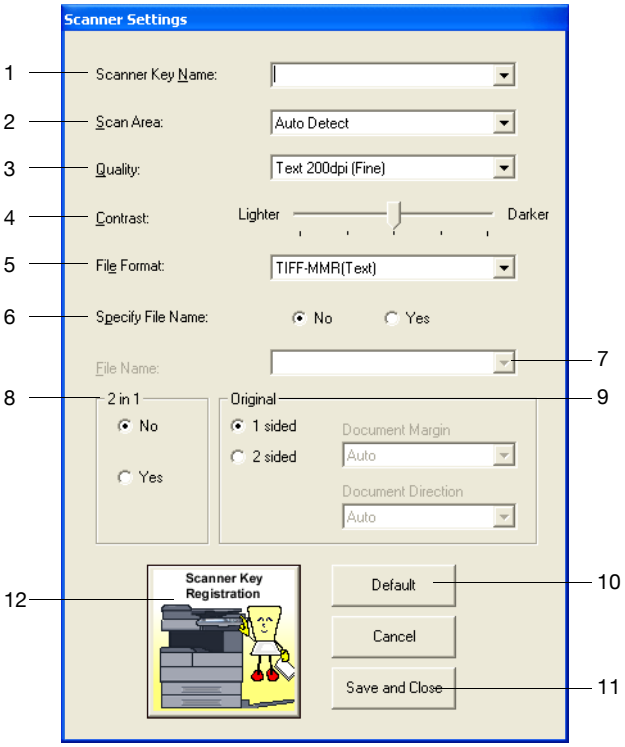
No.	Menu	Command	Description
1	File	View files	Select this command to view the selected image file.
		New folder	Select this command to create a new folder in the folder that is displayed.
		Delete	Select this command to delete the selected file or folder.
		Rename	Select this command to change the name of the selected file or folder.
		Exit	Select this command to exit IP Scanner.
2	Edit	Cut	Select these commands to select, move, copy files or folders.
		Copy	
		Paste	
		Select All	

No.	Menu	Command	Description
3	View	Large Icons	Select these commands to change how the icons are displayed.
		Small Icons	
		List	
		Details	
		Thumbnails	Select this command to display thumbnails of the scanned documents. For details, refer to “ViewWindow” on page 4-21.
		Refresh	Select this command to update the display of files and folders.
4	Go To	Saving folder	Select this command to display the folder where the data was saved.
5	Scanner	Scanner Settings	Select this command to specify scan settings. For details, refer to “Scanner Settings dialog box” on page 4-14.
		Scanner Key Registration	Select this command to program a scan button on the machine.
		Scanner Key Delete	Select this command to erase the programmed scan button on the machine.
		Reg. Same as Previous	Select this command to program the button with the same settings as the previous button that was programmed.
6	Image Check	Check now	Select this command to check if scan data has arrived.
		Automatic	Select this command to automatically check if scan data has arrived.
		Manual	Select this command to manually check if scan data has arrived.

No.	Menu	Command	Description
7	Settings	Connection Setting	Select this command to specify the IP address of the machine.
		Image Folder Setting	Select this command to change the folder where the image is saved. **Note** *A removable drive, CD-ROM drive or network drive cannot be specified as the destination folder.*
		Viewer Settings	Select this command to change the viewer that is opened from IP Scanner.
		Sort Settings	Select this command to specify settings for sorting scanned documents. For details, refer to "Sort Settings dialog box (RX Document tab)" on page 4-16.
		Divided Settings	Select this command to specify settings for dividing scanned documents. For details, refer to "Divided Settings dialog box" on page 4-18.
		Notify Settings	Select this command to specify settings for computer notification for transmitting scanned documents. For details, refer to "Notify Settings dialog box" on page 4-19.
		Selected folder as saving location	Select this command to specify the displayed folder as the save destination.
		Configure Arrival Notification	Select this command to specify the displayed folder as the notification folder for computer reception notifications.
		Show dialog after received	Select this command to display a message to notify that the image was received.
		Notify other PC after received	Select this command to send a notification informing a different computer that the image was received.
8	Help	Computer Information	Select this command to display the IP address of the computer and the SMTP port of ImageReceiver.
		Help Topics	Select this command to display the Help for IP Scanner.
		About This Product	Select this command to display the version information for IP Scanner.

Scanner Settings dialog box

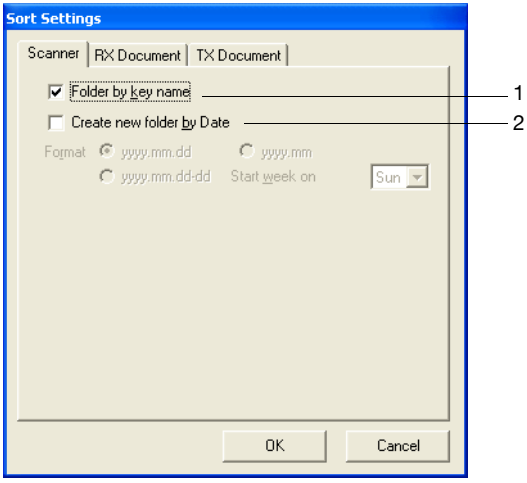
This dialog box appears so that scan settings can be registered on the machine.



No.	Element Name	Description
1	“Scanner Key Name” box	Type in the name of the scan button that will appear in the machine’s touch panel. If the “Save folder as a key” check box in the main window was selected, a folder with the same name as the button is created on the computer.
2	“Scan Area” box	Select the area to be scanned. If “Auto Detect” is selected, the scanning area is automatically determined according to the size of the document.
3	“Quality” box	Select the scanning resolution.
4	“Contrast” slider	Specify the density for scanning.

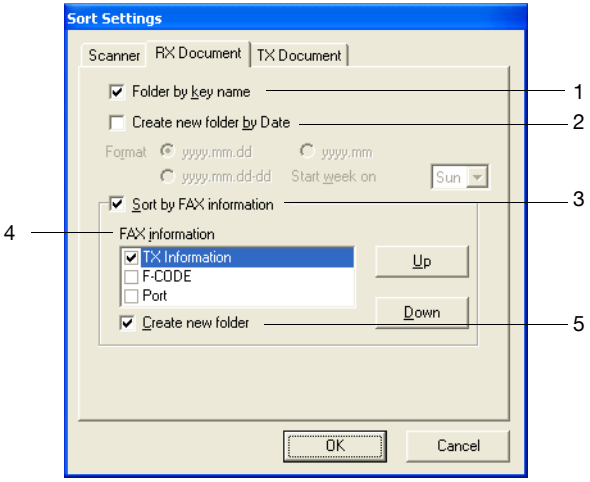
No.	Element Name	Description
5	“File Format” box	Select “TIFF-MMR (Text)”, “TIFF-MH (Photo)”, “PDF-MMR (Text)” or “PDF-MH (Photo)” for the format in which the file is saved. Depending on whether the data is encoded, some images cannot be viewed on the computer. In that case, select an MH setting to improve the possibility of viewing the image. An amount of encoded data exists in image data; however, generally, MH data is larger than MMR data.
6	“Specify File Name” parameter	“Yes”: Select this setting to save the image data with the specified file name. “No”: Select this setting to save the file with a name consisting of the device name and date that the image was scanned.
7	“File Name” box	Type in the name that the file will be saved with when “Specify File Name” is set to “Yes”.
8	“2in1” group box	“Yes”: Select this setting to save a two-page document as a one-page scan image This setting is available only if an automatic document feeder is used.
9	“Original” group box	Select whether the document is single-sided or double-sided. If “2 sided” is selected, the location of the binding margin and the document orientation can be specified.
10	[Default] button	Click this button to revert all parameters to their default settings.
11	[Save and Close] button	Click this button to save the current settings and close the Scanner Settings dialog box.
12	[Scanner Key Registration] button	Click this button to program a button on the machine for specifying the location where data is to be saved.

Sort Settings dialog box (Scanner tab)



No.	Element Name	Description
1	“Folder by key name” check box	If this check box is selected, a folder with the same name as the programmed scan button is automatically created. When sending a Scan to PC transmission from this machine, a folder is automatically created with the same name as the destination of the one-touch dial button. If a transmission is sent with the address entered directly, a folder is automatically created with the name “(Input)”. This check box is connected to the “Save folder as a key” check box in the main window.
2	“Create new folder by Date” check box	If this check box is selected, the data is saved in a folder created with a name from the date that the image was sent from the machine. The format of the date can be specified. Example: For December 24, 2005 (Saturday) • yyyy.mm.dd: 2005.12.24 • yyyy.mm: 2005.12 • yyyy.mm.dd-dd: 2005.12.18-24 *If “Start week on” was set to “Sun” (A week is considered to be 7 days from the selected day. However, at the end of the month, the months will not be straddled.)

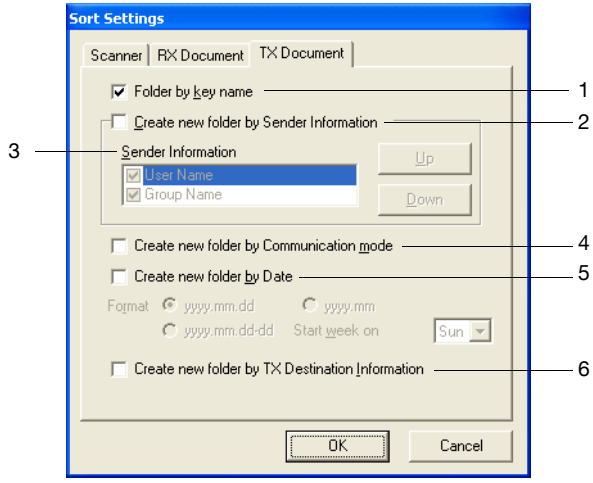
Sort Settings dialog box (RX Document tab)



No.	Element Name	Description
1	“Folder by key name” check box	If this check box is selected, a folder is automatically created with the same name as the programmed one-touch dial button when a received document is transferred to IP Scanner. This check box is not connected to the “Save folder as a key” check box in the main window.

No.	Element Name	Description
2	“Create new folder by Date” check box	If this check box is selected, the data is saved in a folder created with a name from the date that the document was sent. The format of the date can be specified. Example: For December 24, 2005 (Saturday) • yyyy.mm.dd: 2005.12.24 • yyyy.mm: 2005.12 • yyyy.mm.dd-dd: 2005.12.18-24 *If “Start week on” was set to “Sun” (A week is considered to be 7 days from the selected day. However, at the end of the month, the months will not be straddled.)
3	“Sort by FAX information” check box	If this check box is selected, the data is sorted, for example using the fax recipient information, and saved in a folder.
4	“FAX Information” list	Click [Up] or [Down] to select the fax information to be used for sorting. From the selected items, the items toward the top of the list will be given priority when the data is sorted.
5	“Create new folder” check box	If this check box is selected, the document (image data) is saved in a new folder created from the transmission source information if there is no folder created with transmission source information from the received document.

Sort Settings dialog box (TX Document tab)

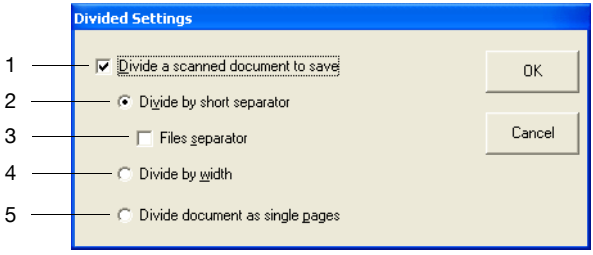


No.	Element Name	Description
1	“Folder by key name” check box	If this check box is selected, a folder is automatically created with the same name as the programmed one-touch dial button when a sent document is transferred to IP Scanner. This check box is not connected to the “Save folder as a key” check box in the main window.

No.	Element Name	Description
2	“Create new folder by Sender Information” check box	If this check box is selected, the data is saved in a folder created with a name from the sender information (user name or account name) of the sent document.
3	“Sender Information” box	Click [Up] or [Down] to select the sender information to be used for sorting. From the selected items, the items toward the top of the list will be given priority when the data is sorted. If no account is to be specified, set “Group Name” to “Public”.
4	“Create new folder by Communication mode” check box	If this check box is selected, the data is saved in a folder created with the number corresponding to the communication mode of the sent document.
5	“Create new folder by Date” check box	If this check box is selected, the data is saved in a folder created with a name from the date that the document was sent. The format of the date can be specified. Example: For December 24, 2005 (Saturday) • yyyy.mm.dd: 2005.12.24 • yyyy.mm: 2005.12 • yyyy.mm.dd-dd: 2005.12.18-24 *If “Start week on” was set to “Sun” (A week is considered to be 7 days from the selected day. However, at the end of the month, the months will not be straddled.)
6	“Create new folder by TX Destination Information” check box	If this check box is selected, the data is saved in a folder created with a name from the sender information of the sent document.

Divided Settings dialog box

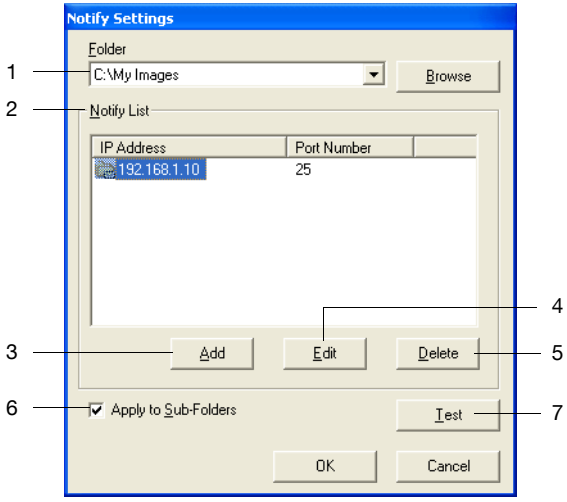
This dialog box appears so that settings can be specified to divide and save scanned documents.

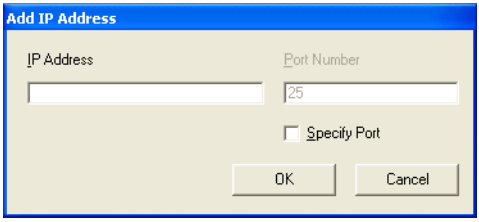


No.	Element Name	Description
1	“Divide a scanned document to save” check box	If this check box is selected, a scanned document can be divided and saved as separate files. A document to be divided and saved can be scanned in one operation.

No.	Element Name	Description
2	“Divide by short separator” setting	If this setting is selected and a document of different page lengths is scanned, those pages are identified as interleaves, and the document is divided by those interleaves and saved as separate files. When loading the document into the ADF, load the document so that the left sides of the pages (leading edges) are aligned. There are limitations on the page sizes that can be mixed. Refer to “Mixed originals paper sizes”. This setting is available only if the “Divide a scanned document to save” check box is selected.
3	“Files separator” check box	If this check box is selected, the pages inserted as interleaves are also saved as image data.
4	“Divide by width” setting	If this setting is selected and a document of different page widths is scanned, the pages of the same width are saved together as a separate file. When loading the document into the ADF, load the document so that the top edges of the pages (edges toward the rear of the machine) are aligned. This setting is available only if the “Divide a scanned document to save” check box is selected.
5	“Divide document as single pages” setting	If this setting is selected, each page of the scanned document is saved as a separate file. This setting is available only if the “Divide a scanned document to save” check box is selected.

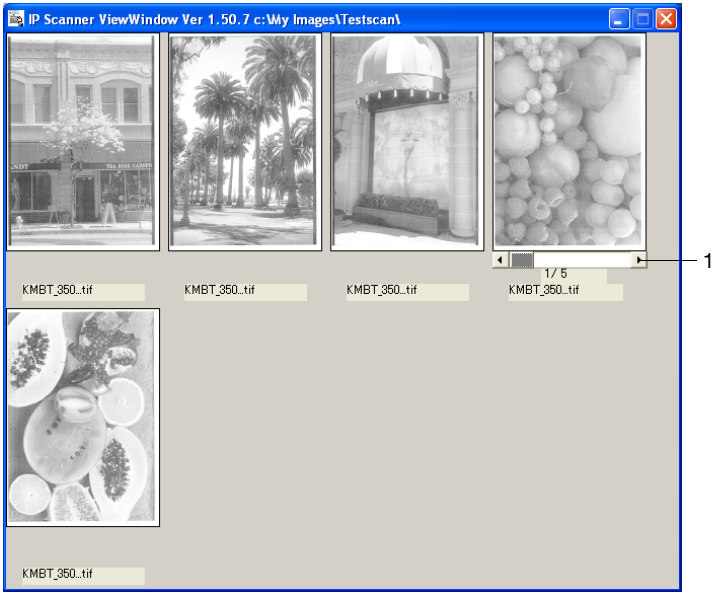
Notify Settings dialog box



No.	Element Name	Description
1	Saving destination	A different computer can be notified when an image is received in a specific folder. Here, select the destination folder where the image is received and the different computer is notified.
2	“Notify List”	Displays information on the notification destination specified for the selected folder. A faint icon beside a folder indicates that the notification destination is set for a containing folder.
3	[Add] button	Click this button to add a notification destination. Type in the IP address of the computer that will receive the notification, and then click [OK]. If a port number is specified, select the “Specify Port” check box, and then specify the port number. Specify the SMTP port number used by ImageReceiver on the computer to receive the notification (normally “25”). 
4	[Edit] button	Click this button to edit or change the selected notification destination. If the notification destination is set for a containing folder (the icon is faint), [Edit] is not available.
5	[Delete] button	Click this button to delete the selected notification destination. If the notification destination is set for a containing folder (the icon is faint), [Delete] is not available.
6	“Apply to Sub-Folders” check box	If this check box is selected, the same notification settings are applied to all sub-folders contained in the selected folder.
7	[Test] button	Click this button to send a test notification to the selected notification destination. The following message appears on the computer specified as the notification destination. ImageReceiver must be started up on the computer specified as the notification destination. In addition, a test notification cannot be sent to a notification destination specified as a containing folder (the icon is faint).

ViewWindow

If the thumbnail display was selected, a reduced image of all images saved in the selected folder can be viewed. Click an image to view the file.



No.	Description
1	Appears when the file contains multiple pages. Click the bar to change the page.

Note

JBIG-encoded TIFF files cannot be displayed.

Images created with a device other than this machine (for example, with a computer) may not be displayed.

4.4 ImageReceiver operations

ImageReceiver icon

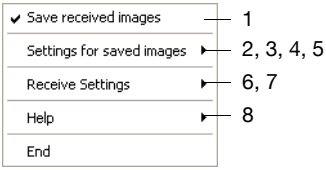
After IP Scanner is installed, the ImageReceiver icon appears in the Windows taskbar when the computer is started. If this icon is not displayed, the scanned image cannot be received by the computer.

The icon changes as shown below, depending on the ImageReceiver settings.

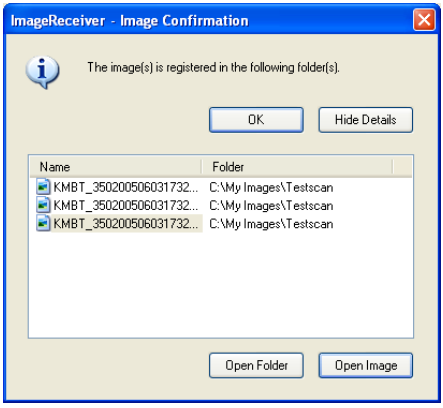
Icon	Description
	An image is open in IP Scanner. (green)
	An image is open in ImageReceiver. (blue)
	An image is open in ImageReceiver (when the utility was installed as a service). (blue)

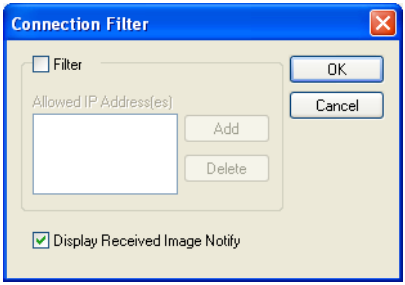
ImageReceiver commands

Right-click the icon in the taskbar to display a menu.



No.	Command	Description
1	Save received images	If there is a check mark beside this command, image data is opened in ImageReceiver at the same time that it is received, even if IP Scanner is not started. When “Save received images” is clicked, a message appears, confirming whether or not the setting specified in IP Scanner or ImageReceiver is to be taken over. To take over the setting, click [Yes].
2	“Settings for saved images”–“Image Folder Setting”	Click this command to change the folder where the image data is saved. This command is available only if there is a check mark beside “Save received images”. In addition, a network drive cannot be specified.

No.	Command	Description
3	“Settings for saved images”–“Sort Settings”	Select this command to specify settings for sorting scanned documents. This command is available only if there is a check mark beside “Save received images”. For details, refer to “Sort Settings dialog box (Scanner tab)” on page 4-15.
4	“Settings for saved images”–“Divided Settings”	Select this command to specify settings for dividing scanned documents. This command is available only if there is a check beside “Save received images”.
5	“Settings for saved images”–“Notify Settings”	Select this command to specify settings for computer notification for transmitting scanned documents. This command is available only if there is a check beside “Save received images”.
6	“Receive Settings”–“RX Display”	If there is a check mark beside this command, a dialog box appears, notifying the user that image data has been received.  From the Image Confirmation dialog box, the viewer can be started and the folder specified as the destination for saving images can be viewed. In addition, from this dialog box, image data files can be deleted or renamed.

No.	Command	Description
7	“Receive Settings”–“Connection Filter”	Click this command to display the Connection Filter dialog box.  If the “Filter” check box is selected, the connection destination can be restricted by clicking [Add] to register an IP address. In the “Allowed IP Address(es)” list, register the IP address of the computer that receives notifications sent between this machine and the computer. If the “Display Received Image Notify” check box is selected, the computer reception notification is received from a different computer.
8	Help	Displays the Help for ImageReceiver, its version information, the reception log, and the error log.

4.5 Registering scan buttons and scan operations

General operation

Follow the procedure described below to scan using IP Scanner.

1 Start IP Scanner. (from the computer)

2 Program a scan button. (from the computer)

3 Scan the document. (from the machine)

4 View the scanned image. (from the computer)

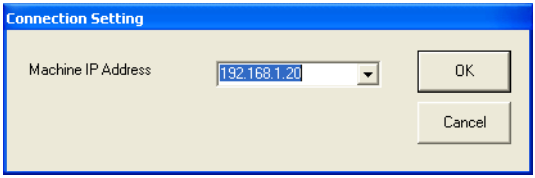
5 Exit IP Scanner. (from the computer)

Starting IP Scanner

1 Click “Start”, point to “Programs” (or “All Programs” with Windows XP), then “IP Scanner”, and then click “IP Scanner”.

2 Type in the IP address of the machine, and then click [OK].

– If the machine’s IP address is already specified, this step is not necessary.



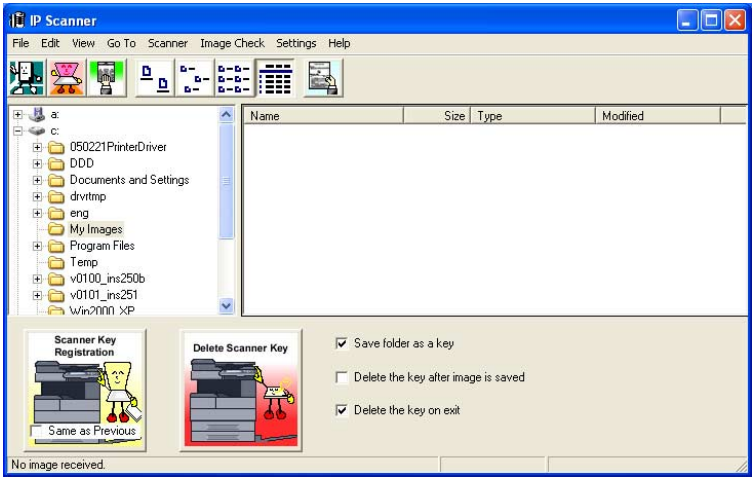
The main window appears.

Registering a scan button

Specify the machine scanning settings from IP Scanner, and then transfer them to the machine and save them as a scan button. Make sure that ImageReceiver is running.

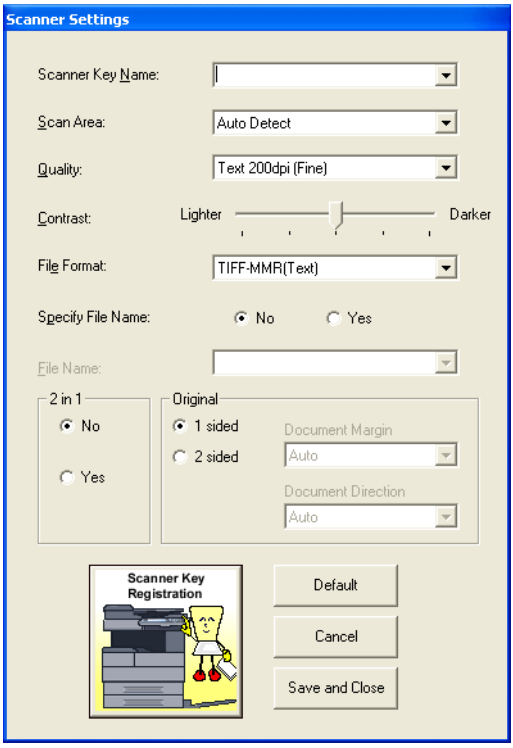
- ✔ Only one scan button can be programmed from a single computer (same IP address).
- ✔ A maximum of 6 scan buttons can be programmed on this machine. If 6 scan buttons have already been programmed, select a button in the machine's touch panel, and then touch [Delete] to delete it. In this case, "Scanner Key Registration" remains displayed in IP Scanner. Click [Delete Scanner Key] to display "Scanner Key Registration".

1 In the main window, click [Scanner Key Registration].

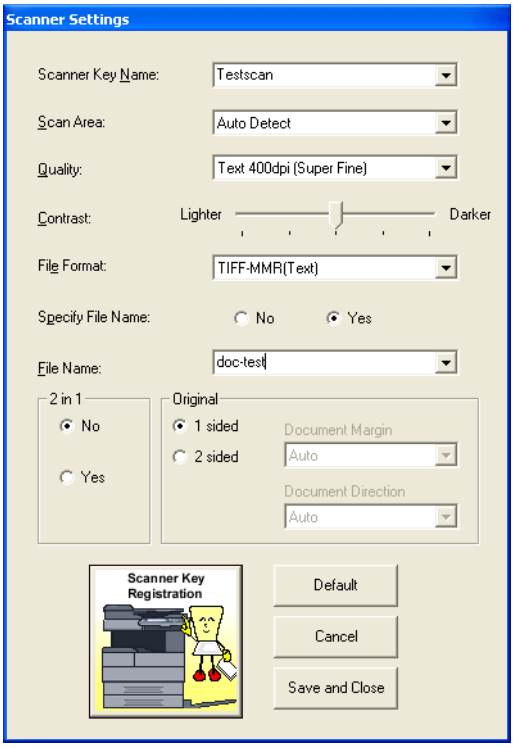


2 Specify the scan settings in the Scanner Settings dialog box.

– For details, refer to “Scanner Settings dialog box” on page 4-14.



3 Click [Scanner Key Registration].



4 Click [OK].

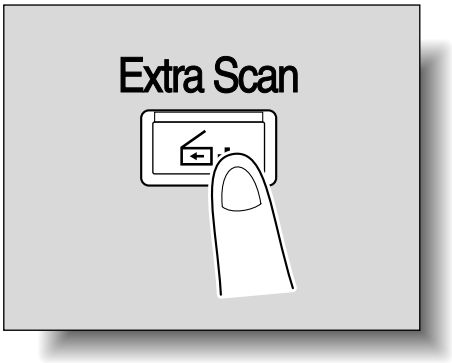
– To check the computer IP address, click “Help”, then “Computer Information”.

The scan button on the machine is programmed.

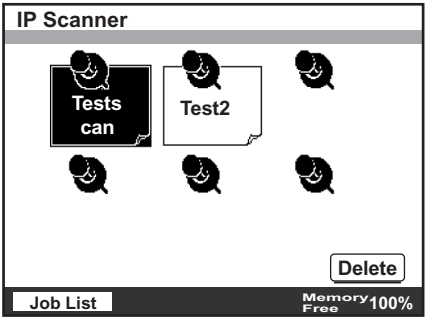
Scanning a document using the registered settings

1 Position the document to be scanned.

2 Press the [Extra Scan] key in the control panel.

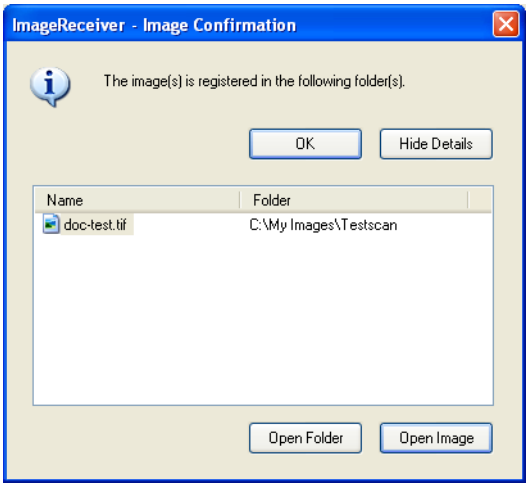


3 Touch the programmed scan button.



4 Press the [Start] key.

The document is scanned, and sent to the specified computer. If "Show dialog after received" was specified, a dialog box appears on the computer, indicating that data has been received.

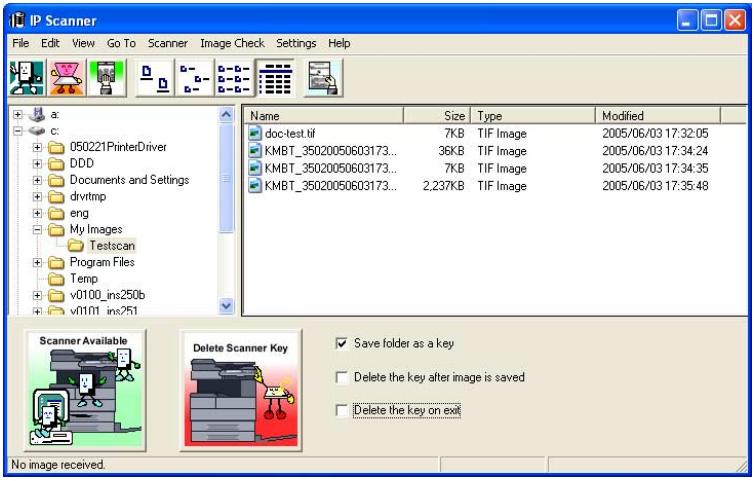


Viewing the scanned image

1 Start IP Scanner.

2 In the main window, select the folder where the data is saved, and then double-click the image file.

The software linked to the file is started, and the image is displayed.



Detail

If the "Save folder as a key" check box in the main window was selected, the image file is saved in a folder created with the same name as the button.

If the thumbnail display was selected, a reduced image of the TIFF and PDF files saved in the open folder can be viewed.

Click a thumbnail to open ViewWindow and view the image.

Exiting IP Scanner

➔ On the "File" menu, click "Exit".

4.6 Other operations

Forwarding a received document to IP Scanner

Received image data can be converted to a TIFF or PDF image file, then forwarded to the IP Scanner on the computer.

In order to transfer a received document to IP Scanner, the following settings must be specified.

Parameter		Page Reference
To manage documents	F-Code	User's Guide [Facsimile Operations]
	Port RX Doc. Settings Forwarding Destination	User's Guide [Network Scanner Operations]
To register the IP address of a distribution destination with a one-touch dial button		"Registering a destination" (p. 3-30)

If the "Sort by FAX information" check box is selected in the RX Document tab of the dialog box displayed by clicking "Sort Settings" on the "Settings" menu of IP Scanner, the image file is saved in a folder created with a name from the transmission source information (telephone number, etc.) for the received fax document.

If the recipient information contains characters that cannot be used in folder names (\ / : * ? " < > or |), a folder is not created using the recipient information. In this case, the image file is saved in a folder created with the name of the button or the date. (If characters that cannot be used in the folder name are used to register the name of the button, the characters are replaced with "_" (underline).) However, if the "Folder by key name" check box or the "Create new folder by Date" check box is not selected, the data is saved in the folder "My Images". If the forwarding destination computer is not turned on or if ImageReceiver has not started up, the forwarded document cannot be received. In that case, the received document is printed and the image file is deleted after being printed.

If it is difficult to identify the recipient from a folder name created with only the recipient information, for example, if the recipient information (transmission source information) contains only a telephone number, a more easily identifiable name can be added in front of the recipient information. To change the folder name, click "Rename" in Windows.

Example: "Sales $ 123456789" Type in the name as follows:
<name_for_identifying_the_recipient> $ (Be sure to enter.)
<recipient_information>

Note

Data from the same recipient can be saved in the same folder, even the folder name is later changed.

Forwarding to IP Scanner

Specify the following settings to save received document data in the specified computer folder.

1 In a one-touch dial button, register the IP address of the computer where the data will be forwarded.

– Select Scan to PC as the transmission mode.

2 Specify the forwarding settings from the Document Management screen (displayed from the Administrator Management 1 screen).

– For details on the document management settings, refer to the User's Guide [Network Scanner Operations].

3 In the Sort Settings dialog box (RX Document tab) of IP Scanner, specify the folder where the data is to be filed.

5 IP Relay operations

5 IP Relay operations

5.1 Before transmitting

Perform the following operations before using the IP Relay operation. Specify the following settings to use this machine to send the command for sending a fax relayed through another machine.

Setting “Gateway TX” to “Restrict”

Set “Gateway TX” in the Scanner Settings screen (displayed by touching [Network Settings] in the Administrator Management 2 screen) to “Restrict”. For details on changing this setting, refer to the User’s Guide [Network Scanner Operations].

Detail

If this machine is to be used as a relay machine, set “Gateway TX” to “Allow”. For details on using this machine as a relay machine, refer to the User’s Guide [Facsimile Operations].

Specifying settings for relay stations

Specify the IP address and domain name of the relay machines. Select relay machines that are connected to the general telephone line. For details, refer to the following pages.

To specify the settings from this machine’s control panel, refer to “IP Relay Settings” on page 7-5.

To specify the settings from PageScope Web Connection, refer to “IP Relay Settings (Administrator mode)” on page 6-24.

5.2 Specifying a recipient with a one-touch dial button

If a recipient is registered with a one-touch dial button, data can be sent simply by touching the one-touch dial button. In addition, other transmission functions can be added or a mail program can be registered.

Detail

For details on registering a one-touch dial button, refer to "Registering a recipient" on page 5-29.

For details on registering a mail program, refer to "Registering a mail program" on page 2-42.

Selecting a one-touch dial button

A one-touch dial button can be selected in any of the following ways. Use the appropriate method according to the number of recipients and the desired use.

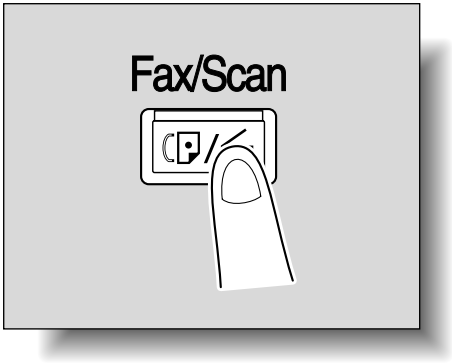
- Directly touching the one-touch dial button
- Entering the number of the one-touch dial button
- Searching for the name of a recipient
- Specifying chain dialing

Specifying a recipient by touching a one-touch dial button

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

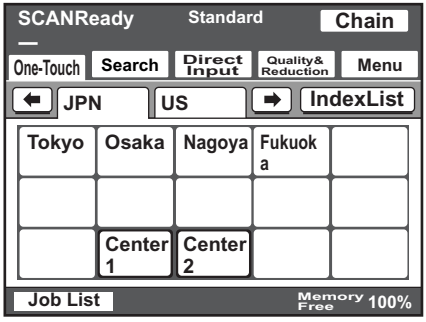
– The screen that appears after the [Fax/Scan] key is pressed can be specified using the "Default Screen" parameter in the User's Choice screen. For details, refer to the User's Guide [Copy Operations].



3 Touch [One-Touch].

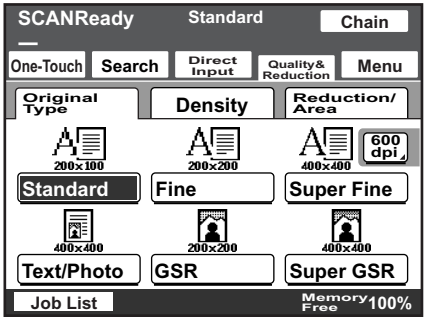
4 Select the index containing the desired recipient, and then touch the one-touch dial button.

- Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.
- To select an index, touch the tab of the desired index, or touch [←] or [→] to select a different tab.
- For details on changing the index names, refer to “Naming an index” on page 2-40.



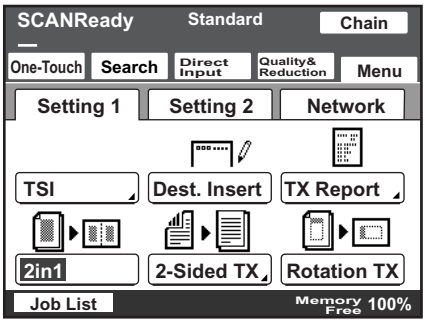
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

- For details, refer to “Specifying the scanning quality and zoom ratio” on page 5-16.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 5-21.

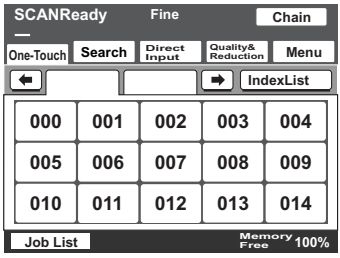


7 Press the [Start] key.

Entering the number of the one-touch dial button

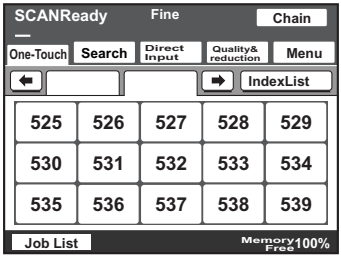
Each one-touch dial button is assigned a number, as shown below.

Instead of touching a one-touch dial button, specifying the number of the one-touch dial button allows a recipient to quickly be selected.



Index 1

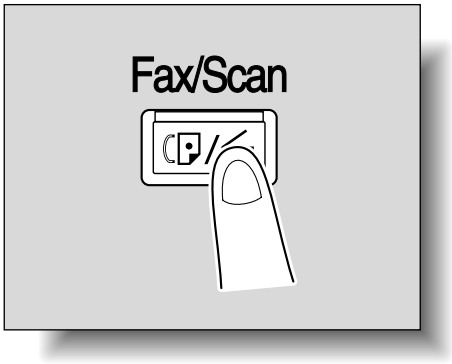
~



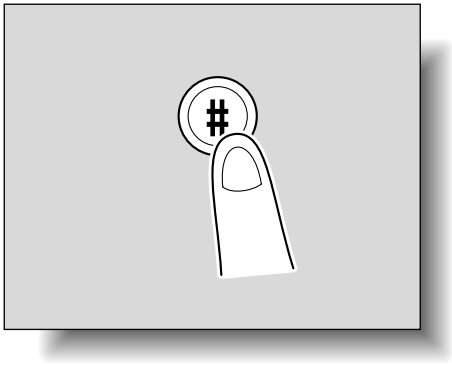
Index 36

1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

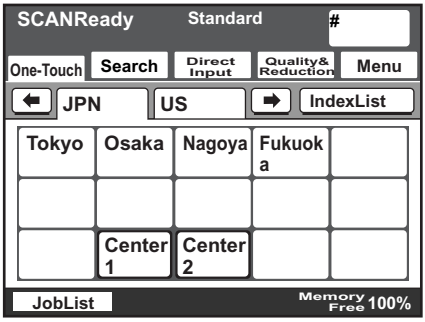


3 Press the [#] key in the control panel.



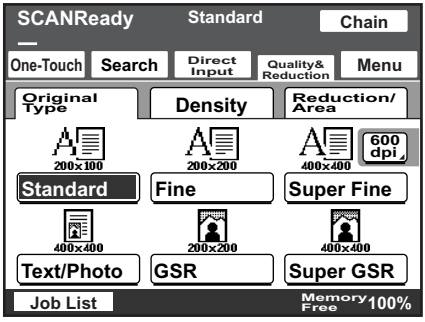
4 Using the keypad, type in the number of the one-touch dial button.

– The specified one-touch dial button is highlighted.
– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



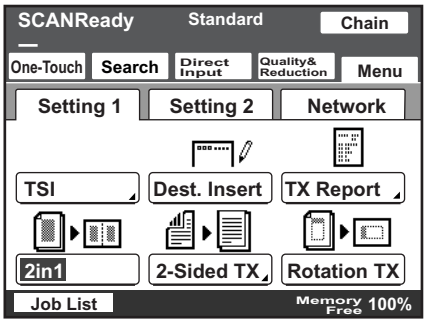
5 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 5-16.



6 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 5-21.



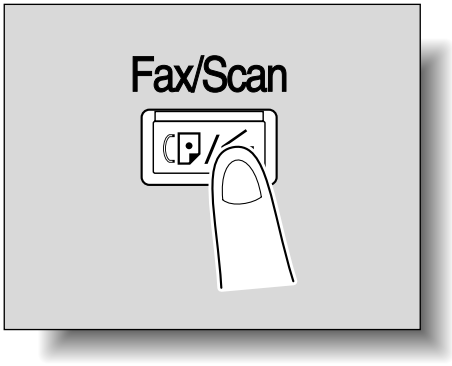
7 Press the [Start] key.

Searching for a one-touch recipient

The name of a recipient registered with a one-touch dial button can be searched for in order to select the one-touch dial button.

1 Position the document to be scanned.

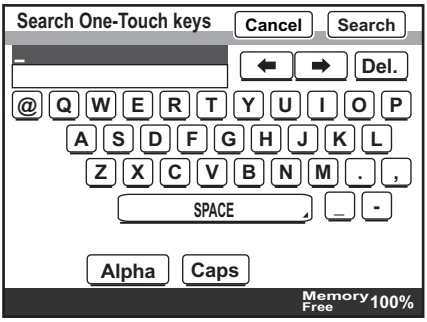
2 Press the [Fax/Scan] key.



3 Touch [Search].

– If “LDAP Search” (specified from the Network Setting screen) is set to “Yes”, a screen appears so that the search method can be selected. If this screen appears, touch [Search One-Touch Keys].

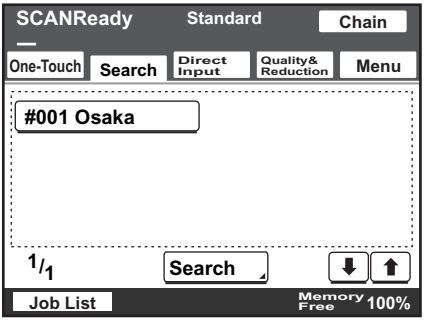
4 Type in the name of the recipient, and then touch [Search].



A screen appears, containing the list of one-touch dial buttons programmed with a recipient whose name begins with the entered name.

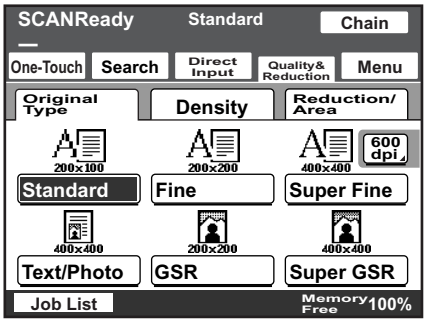
5 Touch the desired one-touch dial button to select it.

– Multiple recipients can be specified for simultaneous transmission with the same one-touch dial button. A maximum of 300 recipients can be specified with a single one-touch dial button.



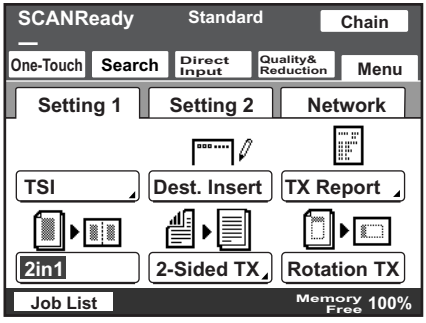
6 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 5-16.



7 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 5-21.



8 Press the [Start] key.

Specifying chain dialing

If the recipient's address is longer than 64 characters, the address can be specified by combining addresses registered to one-touch dial buttons and an entered address.

Touch [Chain], and then select one-touch dial buttons or enter an address.

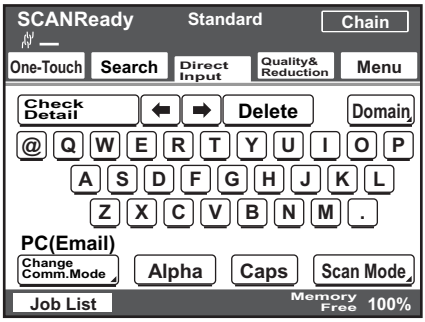
Detail

Chain dialing can only be used with one recipient per transmission.

With chain dialing, the address can contain up to 192 characters (64 characters from a one-touch dial button + 64 characters from a one-touch dial button + 64 characters from an entered address).

Note

The one-touch dial buttons to be used with chain dialing must be programmed in advance.



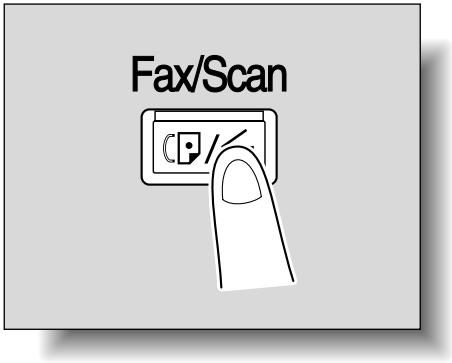
5.3 Entering a fax number

The fax number of a recipient not registered in a one-touch dial button can be entered directly to be specified.

To enter a fax number

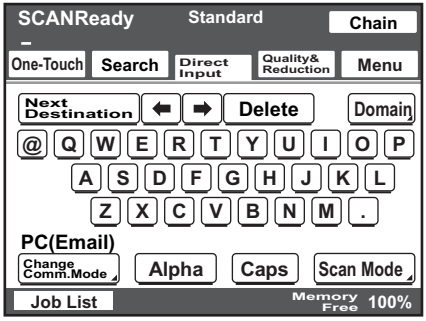
1 Position the document to be scanned.

2 Press the [Fax/Scan] key.

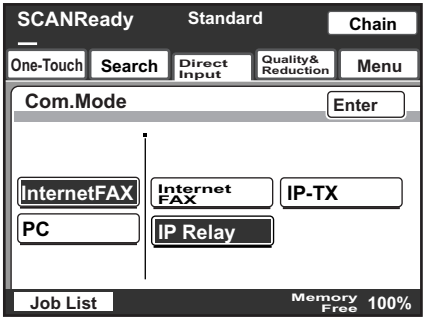


3 Touch [Direct Input].

4 Select the communication mode. Touch [Change Comm. Mode].

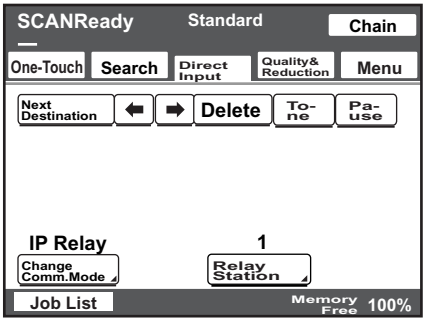


5 Touch [InternetFAX], then [IP Relay], and then touch [Enter].



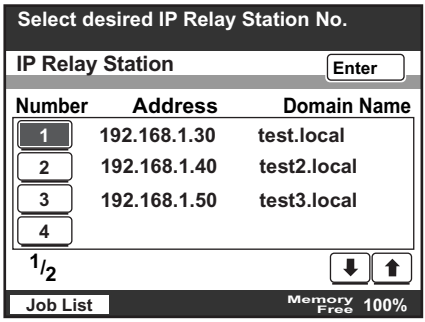
6 Type in the fax number of the recipient, and then touch [Next Destination].

- To change the entered fax number, press the [C] (clear) key, and then enter the correct fax number.
- The entered number can be up to 64 digits long.



7 To change the relay machine, touch [Relay Station], and then select the desired relay station.

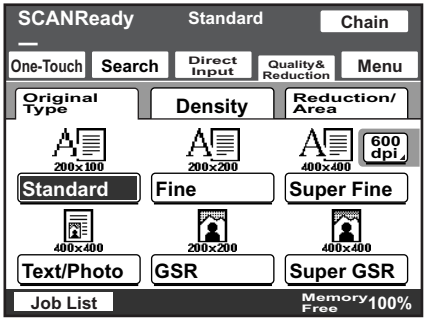
– Click “IP Relay Settings” (page 7-5) on the Network Setting screen to register the relay machine in advance.



8 Touch [Enter].

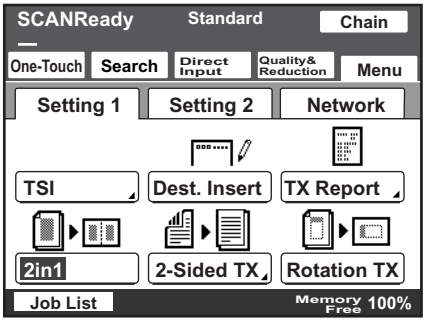
9 Specify the appropriate settings on the Quality & Reduction tab according to the document to be sent.

– For details, refer to “Specifying the scanning quality and zoom ratio” on page 5-16.



10 Specify the necessary settings on the Menu tab.

– For details, refer to “Specifying additional functions” on page 5-21.



11 Press the [Start] key.

5.4 Specifying the scanning quality and zoom ratio

Touch [Quality & Reduction] in the screen that appears when the [Fax/Scan] key is pressed to specify the scanning image quality and zoom ratio.

Detail

When a transmission is finished, the transmission settings return to their defaults.

Original Type

Select the scanning resolution (amount of details). From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

Setting	Description
Standard	For documents with normal text (such as handwriting)
Fine Super Fine 600dpi Text	For documents containing small print, such as newspapers, or documents containing detailed illustrations
Text/Photo 600dpi Text & Photo	For documents containing both text and images with color shades (such as photos)
GSR Super GSR 600dpi Photo	For documents with color shades, such as photos

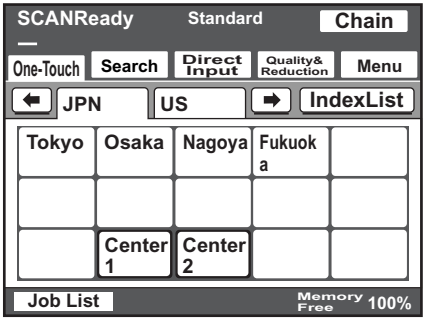
Detail

If data is sent with the "Text/Photo" setting selected, moire patterns may appear in some photos. This is not a sign of a malfunction. To reduce the appearance of moire patterns, send the data with the "GSR" or "Super GSR" setting.

If a high resolution was selected in order to send a clean image, the size of the image data that is sent may become large and the provider or server may not allow the data to be sent. First, check the size limitations for data that can be sent.

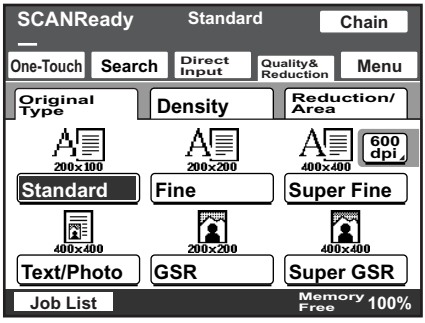
To select an Original Type setting

1 Touch [Quality & Reduction].



2 Touch [Original Type], and then touch the button for the desired Original Type setting.

– To select a higher resolution, touch [600 dpi].



Density

From the following available resolution settings, select the appropriate resolution according to the type of document being scanned.

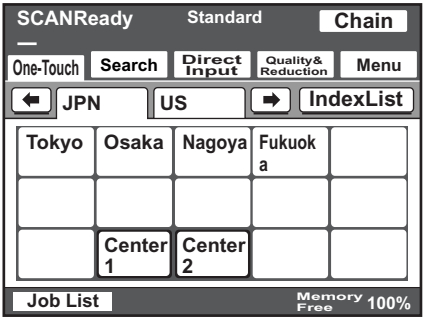
Setting	Description
Light ↑	For documents with a dark background color, such as newspaper and blueprints
Std. ↓	For normal documents
Dark	For documents with faint or colored text

Detail

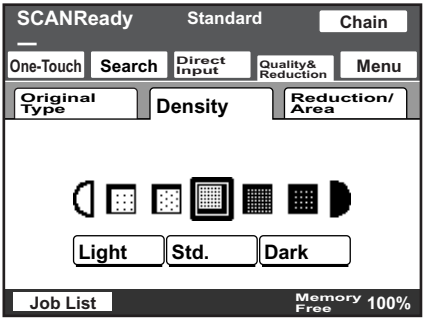
If "600 dpi Text" or "600 dpi Text & Photo" is selected, the density can be set to one of three levels: "Light", "Std.", and "Dark".

To select a Density setting

1 Touch [Quality & Reduction].



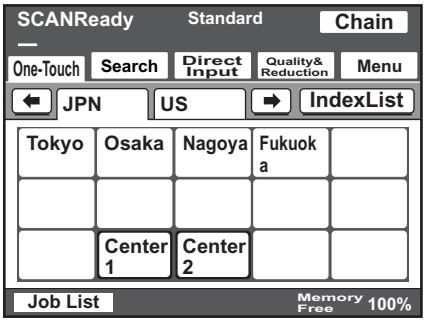
2 Touch [Density], and then touch the button for the desired Density setting.



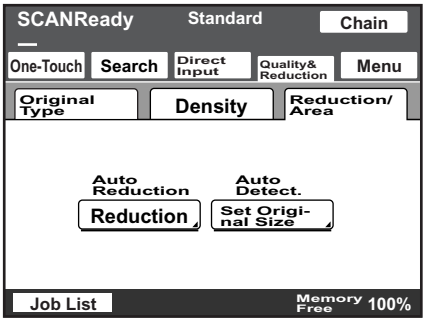
Set Original Size

The scanned area can be specified as a standard size. However, a portion of a large document can be sent or a non-standard-sized document can be sent as a standard size.

1 Touch [Quality & Reduction].

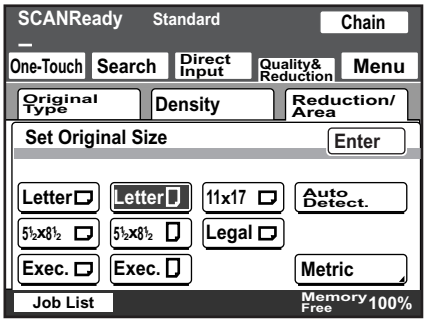


2 Touch [Reduction/Area], and then touch [Set Original Size].



3 Select the desired scanning size, and then touch [Enter].

– Touch [Auto Detect.] to automatically select the size closest to the size of the document. However, if the document is smaller than Letter size, Letter size is selected.



5.5 Specifying additional functions

Touch [Menu] in the screen that appears when the [Fax/Scan] key is pressed to add the following functions.

Function		Description
Setting 1	TX Report	Select the conditions for printing the transmission results report. Default: Select this setting to print the report according to the setting specified from the Administrator Management screen. ON: Select this setting to print the report, regardless of the transmission result. If TX Fails: Select this setting to print the report only if the transmission failed. OFF: Select this setting to not print the report, regardless of the transmission result.
	2in1	Select whether or not to send the data using the "2in1" function (reducing two pages to fit in a single page).
	2-Sided TX	Select whether or not a double-sided transmission is performed. The position of the binding margin and the page orientation can also be specified.
Setting 2	Priority TX	Select whether or not the data is sent with priority over the other jobs.
	Timer TX Setting	Specify the time that the transmission is sent. Touch [Enter] to specify that the transmission will be sent at the specified time.
	Stamp	Specify whether the scanned image is stamped to indicated that it has been scanned. The document must be loaded into the ADF. ... **Note** *In order to use the "Stamp" function, optional stamp unit must be installed.*

...

Note

The following parameters have no effect, even if settings have been specified.

- *"TSI" on the Setting 1 tab*
- *"Dest. Insert" on the Setting 1 tab*
- *"Rotation TX" on the Setting 1 tab*
- *"Subject Selection" on the Network tab*
- *"Reply Address" on the Network tab*
- *"File Name" on the Network tab*
- *"EMail Notification" on the Network tab*

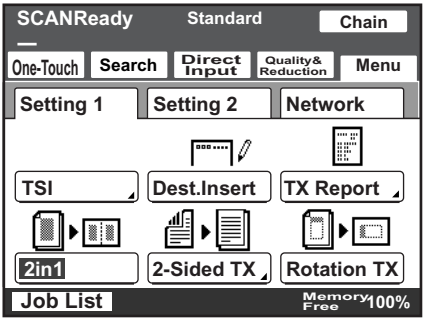
Specifying the transmission report printing condition

The conditions for printing the transmission result report can be specified.

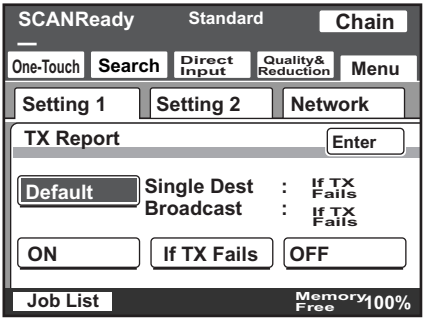
The conditions for printing the transmission result report are preset with the "Report Settings" parameters from the Administrator Management 1 screen. Follow the procedure described below to change these conditions.

1 Touch [Menu].

2 Touch [TX Report] on the Setting 1 tab.



3 Specify the desired printing condition, and then touch [Enter].

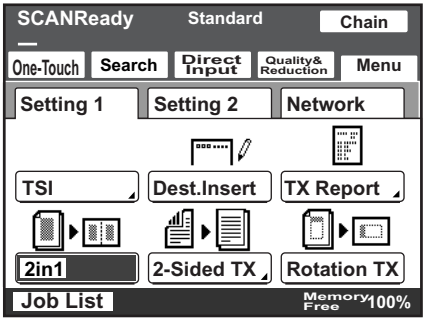


Specifying 2in1 transmission

1 Touch [Menu].

2 Touch [2in1] on the Setting 1 tab.

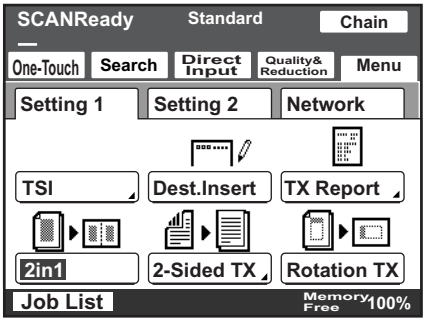
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying double-sided transmission settings

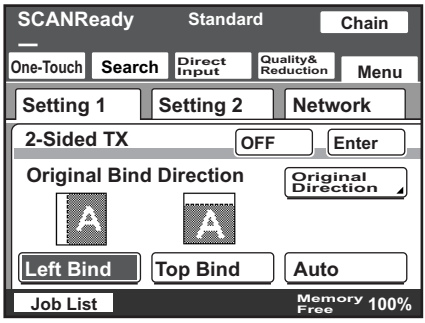
1 Touch [Menu].

2 Touch [2-Sided TX] on the Setting 1 tab.



3 Select the appropriate binding margin position.

– To specify the document loading orientation and position of the top of the page, touch [Original Direction], and then select the desired settings.



4 Touch [Enter].

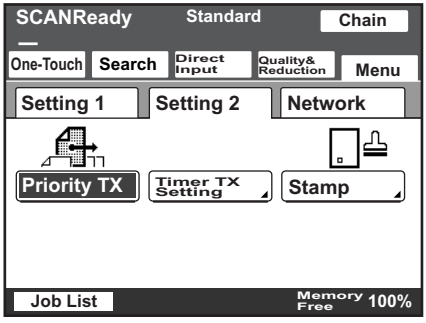
– To cancel the function, touch [OFF].

Specifying the priority transmission setting

1 Touch [Menu].

2 Touch [Priority TX] on the Setting 2 tab.

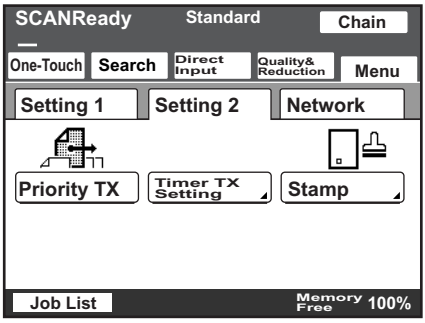
The button is highlighted. To cancel the function, touch the button again to deselect it.



Specifying timer transmission settings

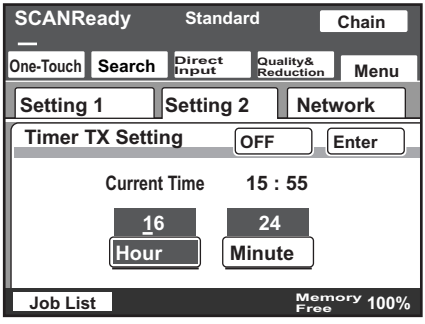
1 Touch [Menu].

2 Touch [Timer TX Setting] on the Setting 2 tab.



3 Specify the time that the transmission is to be sent.

– Touch [Hour] or [Minute], and then use the keypad to type in the desired time.



4 Touch [Enter].

– To cancel the function, touch [OFF].

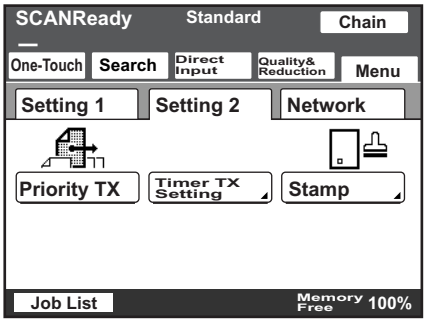
Note

Up to 200 documents can be specified with a timer transmission.

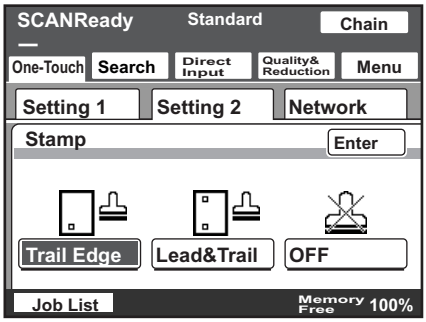
Specifying the stamp setting

1 Touch [Menu].

2 Touch [Stamp] on the Setting 2 tab.



3 Select the stamping position, and then touch [Enter].



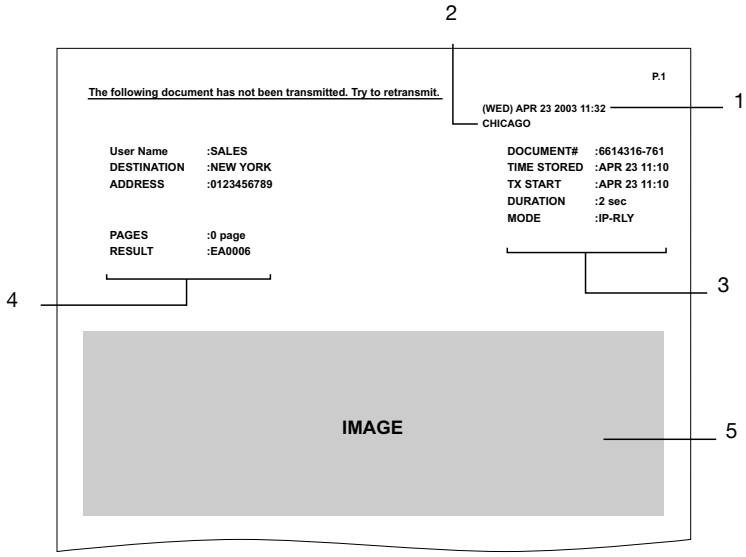
5.6 If the transmission could not be completed

If the transmission could not be completed correctly, a transmission result report is printed.

Detail

The setting for printing the transmission report can be changed. For details, refer to the User's Guide [Network Scanner Operations].

Viewing the transmission report



No.	Item	Description
1	Report output date	Shows the date that the report was printed.
2	Transmission source name	Shows the name of the transmission source.
3	Transmission information	Shows the number for the transmitted document, the time required, and the mode.

No.	Item	Description
4	Transmission results	Shows the transmission results. Any of the following may be indicated. OK: The transmission was completed successfully. INTERR: The transmission was interrupted. F.MEM: The memory is full. NG: The transmission was completed unsuccessfully. PT.DEL: The transmission to some recipients failed. F.DATA: The size of the data exceeds the allowable limit. IMG NG: The transmission resolution was incorrect so the transmission was ended. Error code: For details, refer to “Error codes” on page 8-3.
5	Transmission image	Shows a part of the transmitted image.

Resending

A maximum of 20 documents that could not be sent are saved to be sent again.

1 Touch [Job List], touch [Type], and then select the document that could not be sent.

– If [Retry] or [Change Destination] appears in the screen, the document can be resent without having to be scanned again.

2 To send the document to the same recipient, touch [Retry].

– To send the document to a different recipient, touch [Change Destination].

5.7 Registering a recipient

Programming a one-touch dial button

If a recipient is registered with a one-touch dial button, the transmission can be sent easily and accurately.

Two types of recipients can be registered with a one-touch dial button: a main recipient and secondary recipients, where the data is sent if the transmission to the main recipient fails.

Note

If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", only the administrator will be able to register, change and delete one-touch recipients. For details on the Administrator Set screen, refer to the User's Guide [Facsimile Operations].

Detail

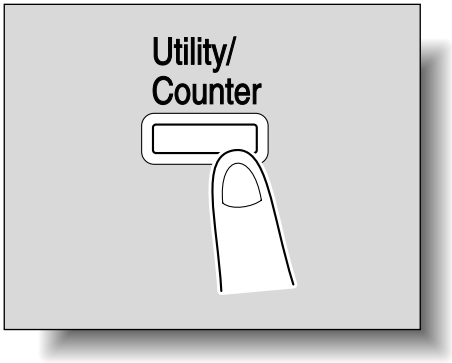
Any of the following communication modes can be specified for the secondary recipient.
- PC (E-mail)
- PC (Scanner)
- InternetFAX (Internet FAX)
- InternetFAX (IP-TX)
- InternetFAX (IP Relay)
*- FAX (G3)**
** The communication mode can be specified if the optional fax kit is installed.*

Settings can be specified for the following.

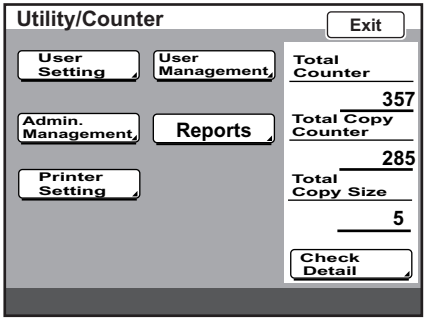
Item	Description
One-Touch Name	Type in the name of the recipient that will appear on the one-touch dial button. Up to 12 characters can be entered. Example: Tokyo br
Destination	Type in the fax number for the recipient. The entered number can be up to 64 digits long.
IP Relay Station Setting	Select the relay station.

To program a one-touch dial button

1 Press the [Utility/Counter] key.

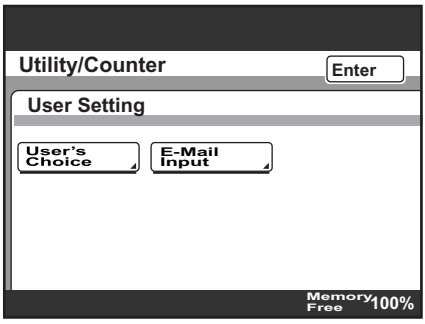


2 Touch [User Setting].

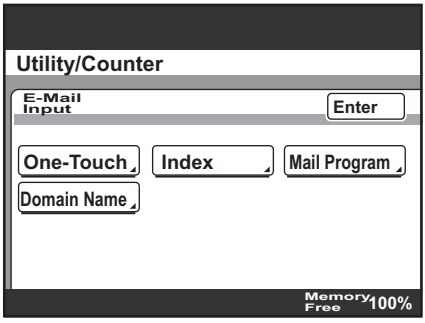


3 Touch [E-Mail Input].

– If the optional fax kit has been installed, [FAX] appears.

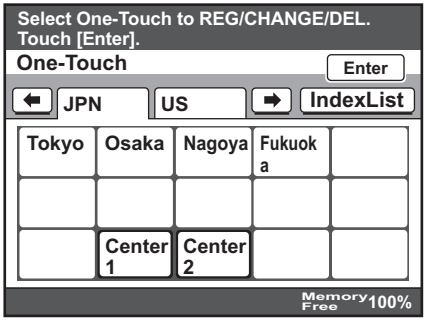


4 Touch [One-Touch].

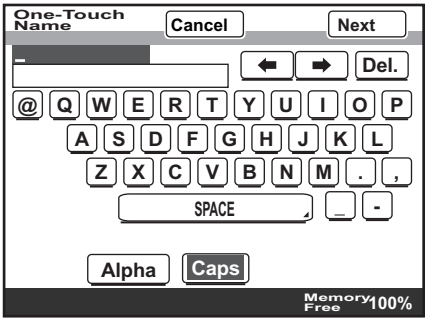


5 Touch the one-touch recipient button to be registered.

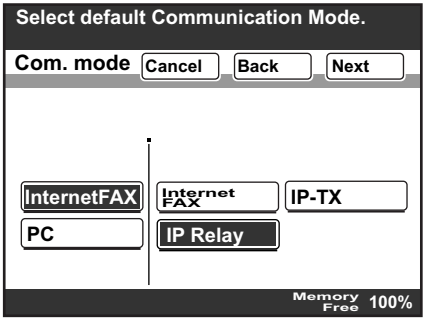
– Touch an index tab or touch [Index List], and then touch the desired one-touch dial button.
– If the machine is set to allow LDAP searches, a screen appears, allowing the one-touch dial button to be set to either permit or prohibit the address from being found with an LDAP search. For this button, select “No”.



6 Type in the recipient name that will appear on the one-touch dial button, and then touch [Next].

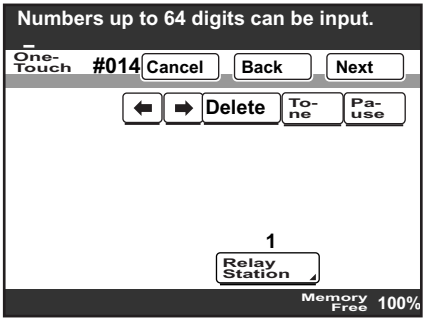


7 Select the communication mode. Touch [InternetFAX], touch [IP Relay], and then touch [Next].

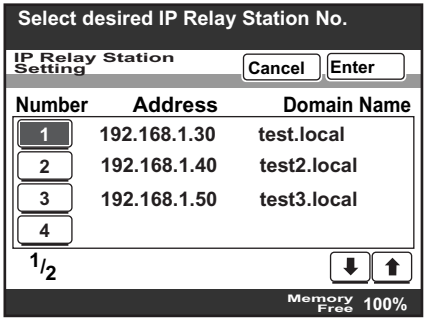


8 Type in the fax number for the recipient.

- The entered number can be up to 64 digits long.
- To change the entered fax number, press the [C] (clear) key, and then enter the correct fax number.



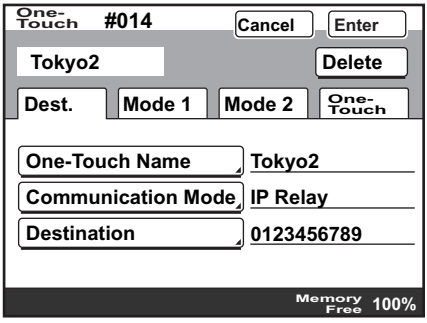
9 To change the relay machine, touch [Relay Station], and then select the desired relay station.



10 Touch [Enter].

11 Touch [Next].

12 Check the information to be registered, and then touch [Enter].

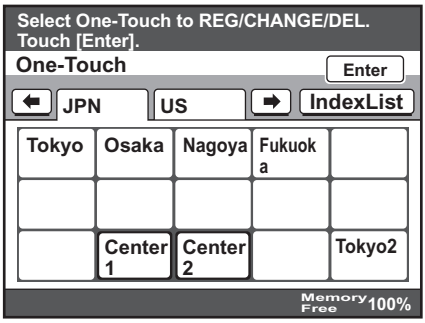


13 Touch [Enter] in each screen until the initial screen appears.

Changing/deleting a one-touch dial button

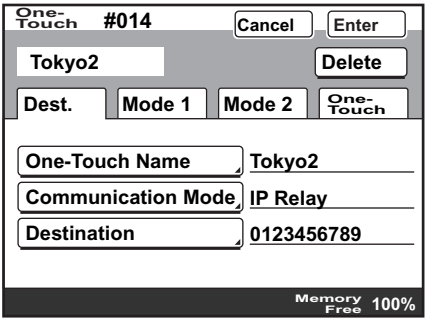
1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

2 Touch the one-touch dial button that you wish to change or delete.



3 Touch the button for the setting to be changed, and then change the setting.

– To delete the one-touch dial button, touch [Delete].



4 Check the information to be registered, and then touch [Enter].

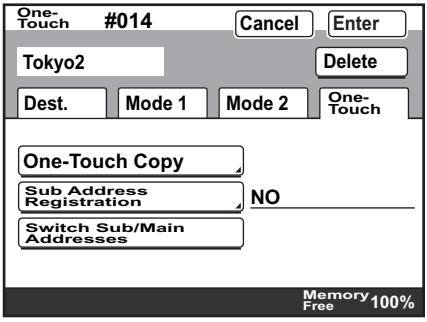
5 Touch [Enter] in each screen until the initial screen appears.

Copying a one-touch dial button

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

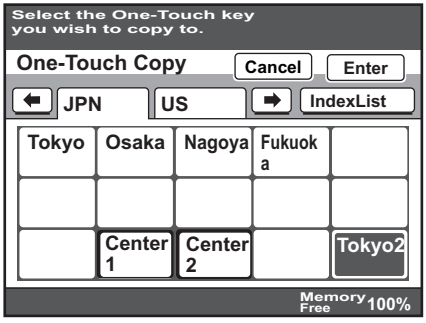
2 Touch the button for the one-touch recipient to be copied.

3 Touch [One-Touch], and then touch [One-Touch Copy].



4 Touch the button where the one-touch dial button settings are to be copied.

- Select a one-touch dial button where no settings have been registered yet.
- To deselect the one-touch dial button where the information is to be copied to, touch the selected one-touch dial button again.



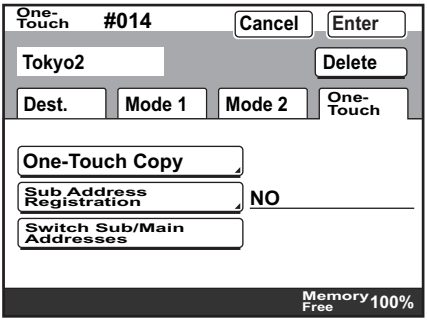
5 Touch [Enter] in each screen until the initial screen appears.

Registering/deleting a secondary recipient

1 Perform steps 1 through 4 of the procedure in “To program a one-touch dial button”.

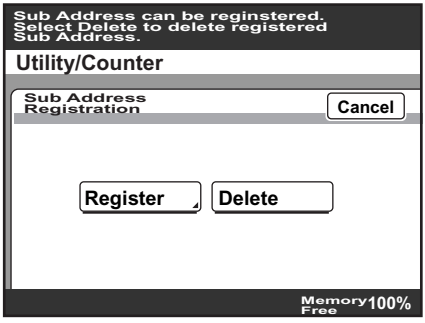
2 Touch the one-touch dial button to be programmed with a secondary recipient.

3 Touch [One-Touch], and then touch [Sub Address Registration].

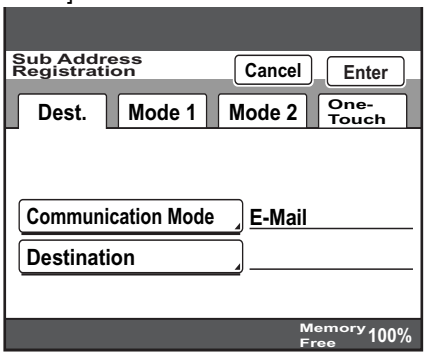


4 Touch [Register].

– To delete a registered secondary recipient, touch [Delete].



5 Enter the information for the secondary recipient, and then touch [Enter].



6 Touch [Enter] in each screen until the initial screen appears.

6 Specifying settings using PageScope Web Connection

6 Specifying settings using PageScope Web Connection

6.1 Settings that can be specified using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the device. Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

Specifying settings with the utility is convenient since text can easily be typed in from your computer instead of with the machine's control panel.

The following network and scan function settings can be specified.

PageScope Web Connection provides a User mode, which can be accessed by all users, and an Administrator mode, which can only be accessed with the required administrator access code. The following settings can be specified in each mode.

Scan tab (User mode)

Parameter	Description
One-Touch Key Registration	Program one-touch dial registrations for recipients of document sent by IP address faxing, and the Scan to PC and IP relay operations. The registered data can also be changed or deleted. In addition, the index name can be changed.
FAX Program Registration	Register fax programs as one-touch dial registrations. Unlike the one-touch dial registrations where only recipients are registered, scan settings and multiple recipients can be registered. The registered data can also be changed or deleted. For details, refer to the User's Guide [Network Scanner Operations].

...

Note

If the "Restrict One-Touch Editing" parameter on the Administrator Set screen (displayed from the Administrator Management screen) is set to "ON", the Scan(2) tab is added to the Administrator mode page so that one-touch recipients can be registered, changed and deleted. The Scan tab does not appear on the User mode page.

Network tab (Administrator mode)

Parameter	Description
IP Relay Settings	When sending a fax as an IP relay, specify the IP address and domain name of the relay machines. In addition, the main relay stations to be used can be selected.

For details on other network settings required to use this machine, refer to the User's Guide [Network Scanner Operations].

6.2 Using PageScope Web Connection

System requirements

Item	Environment
Network	Ethernet (TCP/IP)
Computer applications	For Windows 98SE, Me or NT 4.0: Microsoft Internet Explorer 4 or later, or Netscape Navigator 4.73 or 7.0 For Windows 2000: Microsoft Internet Explorer 5 or later, or Netscape Navigator 7.0 For Windows XP: Microsoft Internet Explorer 6 or later, or Netscape Navigator 7.0 *With Microsoft Internet Explorer 5.5, one-touch dial buttons may not be exported correctly. Use Microsoft Internet Explorer 5.5 Service Pack 1 or later.

Detail

PageScope Web Connection is a device management utility supported by the HTTP server integrated into the device.
Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

1 Start up the Web browser.

2 In the Address bar, type the IP address of this machine, and then press the [Enter] key.

– http://<***IP_address_of_machine***>/
Example: If the IP address of this machine is 192.168.1.20
http://192.168.1.20/

Detail

When SSL/TLS is enabled, the URL becomes:
*https://<**IP_address_of_machine**>/*
Even if "http://" is entered, the URL at "https://" is automatically accessed.

If user authentication settings have been applied

If user authentication or external server authentication settings have been applied, the following page appears.

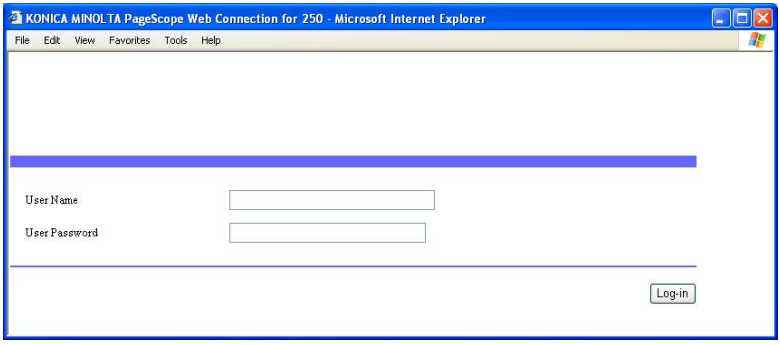
Type in the user name and the password, and then click [Log-in].

Detail

For details on user authentication, refer to User's Guide [Copy Operations].

Contact the network administrator for a user name and password.

When logged on with user authentication, a timeout occurs and you will automatically be logged off from Administrator mode if no operation is performed for 10 minutes.



To log off, click [Log-out] in the upper-right corner of the page.

If account track settings have been applied

If account track settings have been applied, the account number is not required in order to access PageScope Web Connection.

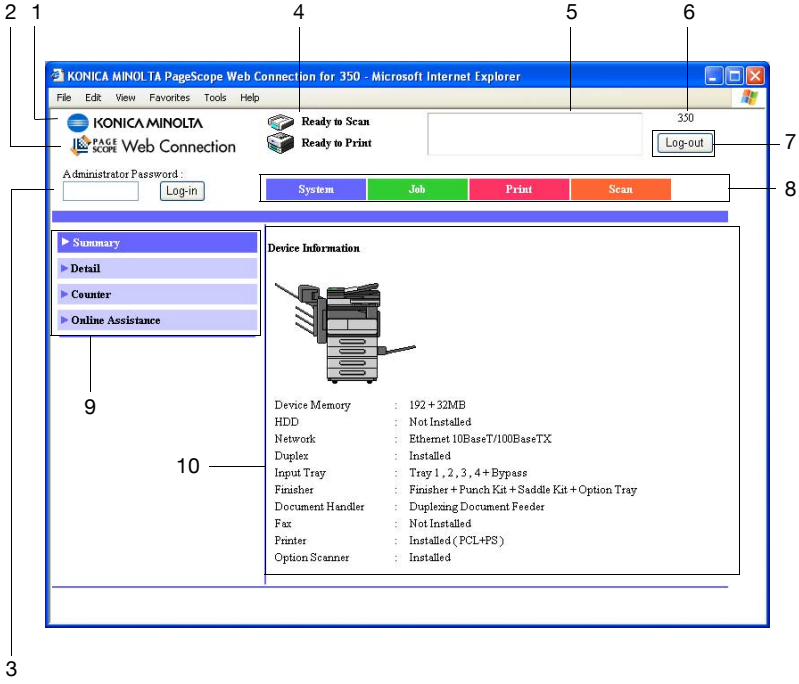
Structure of pages

The page that appears immediately after PageScope Web Connection is accessed is called the User mode page. All users can view this page.

Detail

By entering the password in the "Administrator Password" box, the Administrator mode page can be displayed. For details, refer to "Logging on to Administrator mode" on page 6-7.

The pages of PageScope Web Connection are constructed as shown below.



No.	Item	Description
1	Konica Minolta logo	Click the logo to go to the Konica Minolta Web site at the following URL. http://konicaminolta.com
2	PageScope Web Connection logo	Click the PageScope Web Connection logo to display the version information.
3	Administrator mode logon box	Enter the password to log on to Administrator mode.

No.	Item	Description
4	Status display	The statuses of this machine's printer section and scanner section are displayed using icons.
5	Message display	If an error occurred in the machine, the status of the malfunction/error and other error information are displayed.
6	Device name	The name of the device being accessed is displayed.
7	[Log-out] button	This button appears after you have logged on when user authentication settings have been applied. Click this button to log off.
8	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. • System • Job • Print • Scan **Note** *If the optional fax kit has been installed, the Fax/Scan tab appears.*
9	Menu	Information and settings for the selected tab are listed. The menu that appears differs depending on the tab that is selected.
10	Information and settings	Details of the item selected from the menu are displayed.

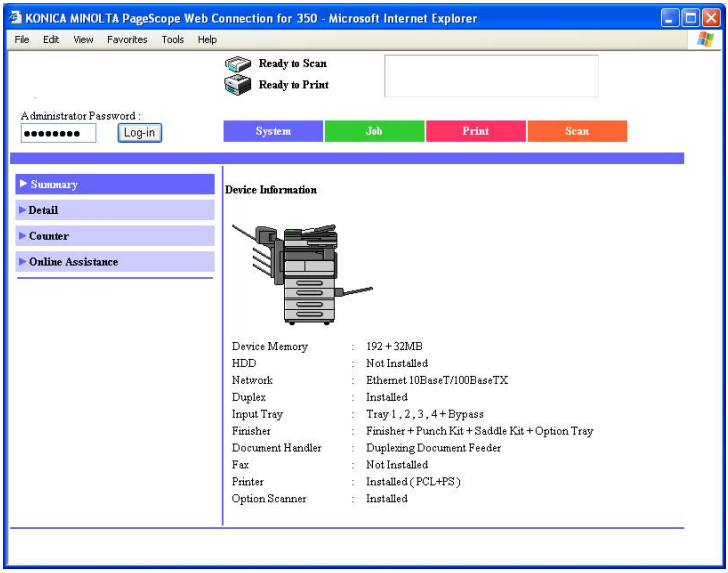
Note
To reset the status display and message display, click [Refresh] in the browser.

Logging on to Administrator mode

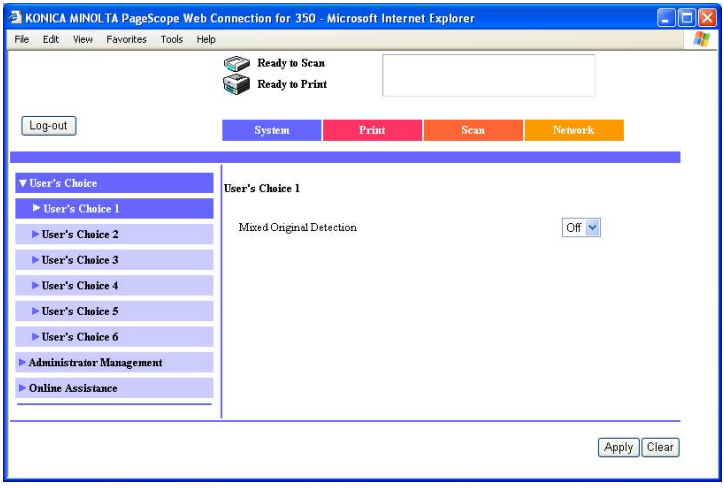
You can switch between User mode and Administrator mode. However, you must be logged on to Administrator mode in order to specify system or network settings.

- ✔ When logged on to Administrator mode, the control panel of this machine is locked and cannot be used.
- ✔ Depending on the status of the machine, you may not be able to log on to Administrator mode.
- ✔ When logged on to Administrator mode, a timeout occurs and you will automatically be logged off from Administrator mode if no operation is performed for 10 minutes.

1 Type in the administrator access code, and then click [Log-in].



The Administrator mode page appears.



2 To return to User mode, click [Log-out].

Web browser cache

The most recent information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.

Detail

If the utility is used with the cache enabled and Administrator mode was timed out, the timeout page may appear even when PageScope Web Connection is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted. In order to avoid this problem, disable the cache.

Note

The menus and commands may vary depending on the Web browser version. For details, refer to the Help for the Web browser.

With Internet Explorer

1 On the "Tools" menu, click "Internet Options".

2 On the General tab, click [Settings] under "Temporary Internet files".

3 Select "Every visit to the page", and then click [OK].

With Netscape

1 On the "Edit" menu, click "Preferences".

2 In the "Category" box on the left side of the dialog box, click "Advanced", then "Cache".

3 Under "Compare the page in the cache to the page on the network", select "Every time I view the page".

6.3 One-Touch Key Registration (User mode)

Register recipients of scanned data as one-touch dial registrations. In addition, the index name can be specified.

Detail

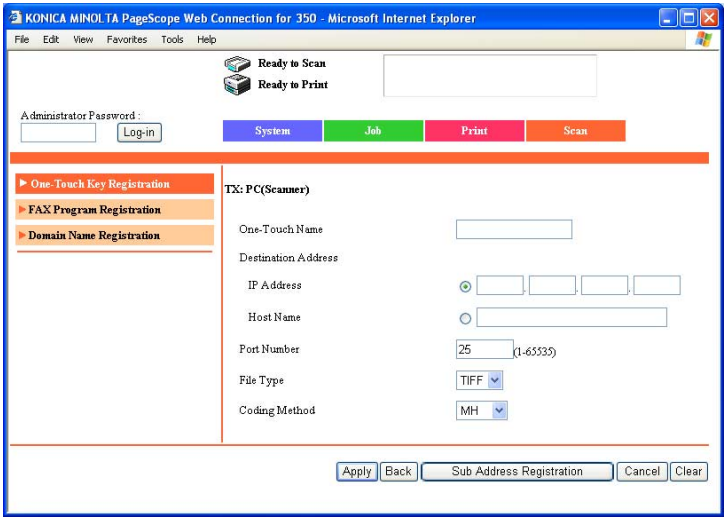
36 indexes can be registered on this machine, and up to 15 one-touch dial buttons and fax programs can be registered in each index.

The following types of recipients can be registered.

Type	Description
TX: PC (Scanner)	Register a recipient of a Scan to PC operation. A secondary recipient can also be registered in case the transmission failed.
TX: InternetFAX (IP-TX)	Register a recipient of an IP address fax. A secondary recipient can be registered in case the transmission failed.
TX: InternetFAX (IP-Relay)	Register a recipient of an IP relay transmission. A secondary recipient can be registered in case the transmission failed.

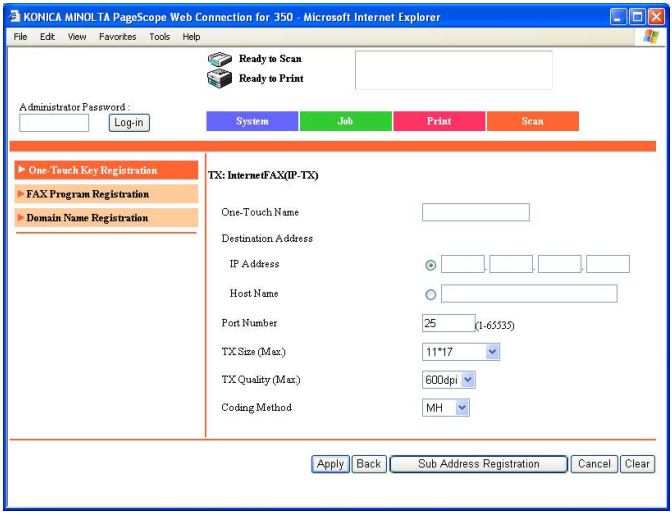
The following parameters are available on the page for each communication mode.

If “TX: PC (Scanner)” was selected



Parameter	Description
One-Touch Name	Type in the name of the recipient that will appear as the name of the one-touch dial registration. Up to 12 characters can be entered. Example: Tokyo br
Destination Address	Type in the IP address or host name for the recipient. **Note** *A host name can be typed in if "DNS Settings" (specified from the Network Setting screen) is set to "YES".*
Port Number	Type in the port number (between 1 and 65535).
File Type	Select the format ("TIFF" or "PDF") of the file that is to be sent.
Coding Method	Select the coding method for the data to be sent. Select "MH" or "MMR". The data amount with the MMR coding method is less than with the MH method.

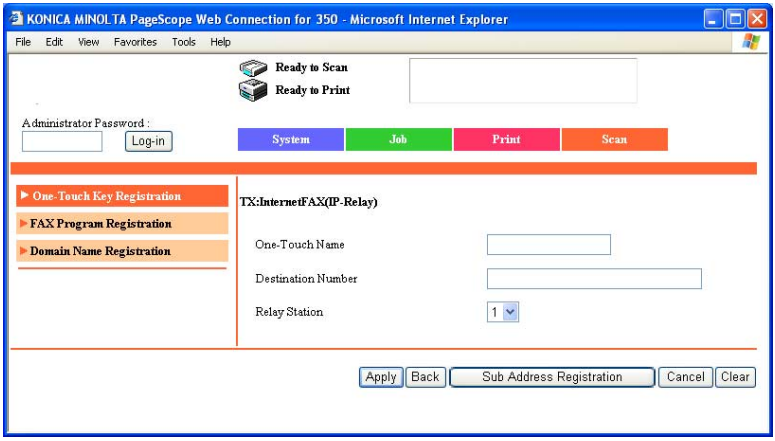
If "TX: InternetFAX (IP-TX)" was selected



Parameter	Description
One-Touch Name	Type in the name of the recipient that will appear as the name of the one-touch dial registration. Up to 12 characters can be entered. Example: Tokyo br

Parameter	Description
Destination Address	Type in the IP address or host name for the recipient. **Note** *A host name can be typed in if "DNS Settings" (specified from the Network Setting screen) is set to "YES".*
Port Number	Type in the port number (between 1 and 65535).
TX Size (Max.)	Specify the maximum document size that can be transmitted. Select "Letter", "Legal" or "11×17".
TX Quality (Max.)	Select the maximum resolution that can be sent. Select "200dpi", "400dpi" or "600dpi".
Coding Method	Select the coding method for the data to be sent. Select "MH", "MR" or "MMR". The data amount for the coding methods increase as follows: MMR, MR, MH.

If "TX: InternetFAX (IP-Relay)" was selected



Parameter	Description
One-Touch Name	Type in the name of the recipient that will appear as the name of the one-touch dial registration. Up to 12 characters can be entered. Example: Tokyo br
Destination Number	Type in the fax number for the recipient. The entered number can be up to 64 digits long.
Relay Station	Select the relay station.

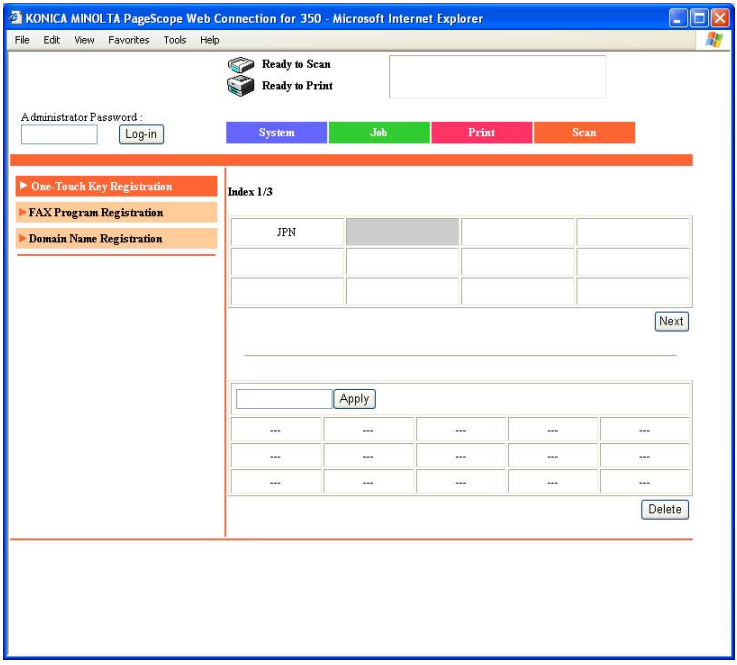
Naming an index

1 Click the Scan tab.

2 Click [One-Touch Key Registration].

3 From the “Index” list, click a named index (center table).

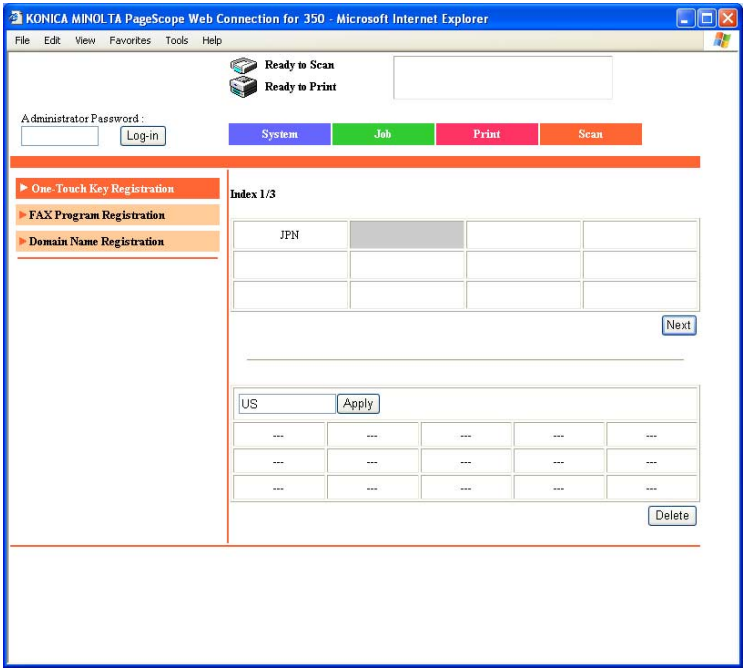
The one-touch dial recipients saved in the selected index appear at the bottom of the page.



4 Type in the name of the index, and then click [Apply].

– Up to 8 characters can be entered.

The indexes are listed at the top of the page.



Registering a one-touch dial recipient

1 Click the Scan tab.

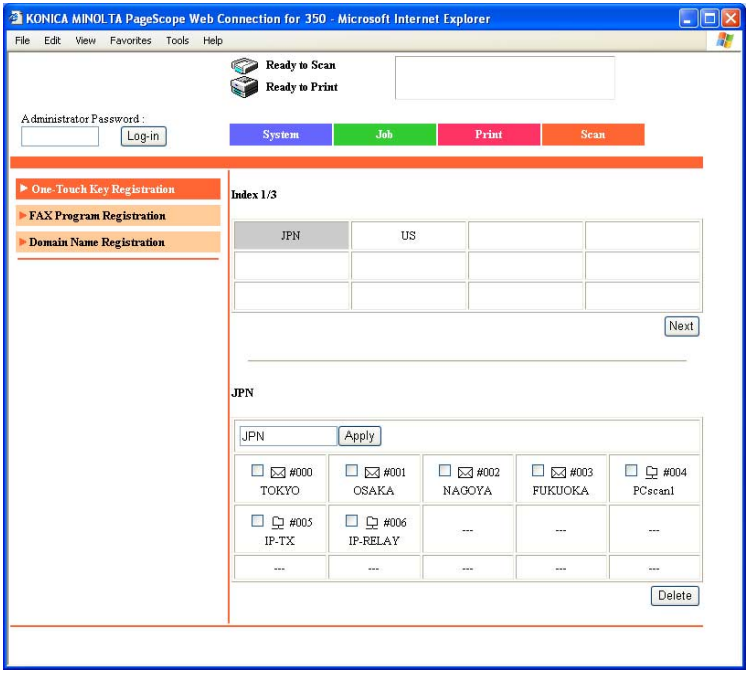
2 Click [One-Touch Key Registration].

3 From the “Index” list, click the index where the one-touch dial recipient is to be saved.

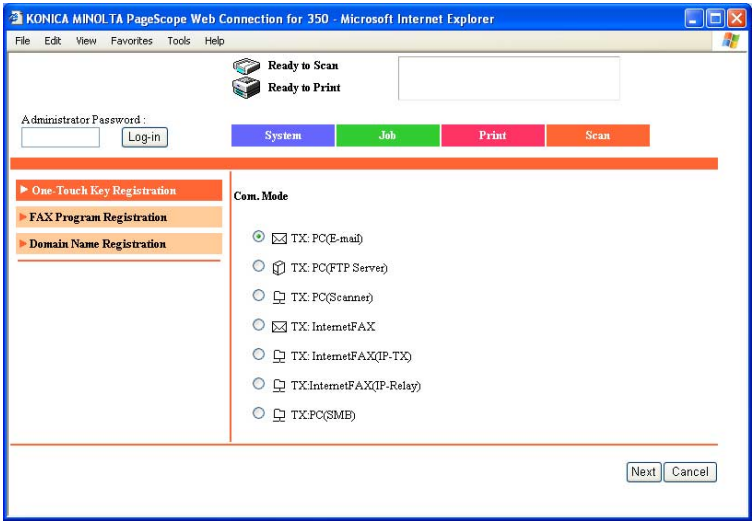
The one-touch dial recipients saved in the selected index appear at the bottom of the page.

4 Click a one-touch dial registration that is not yet programmed.

– One-touch dial registrations that are not yet programmed appear as “---”.



5 Select the communication mode to be registered, and then click [Next].



6 Specify the parameters in the page for the selected communication mode.

7 Click [Apply].

The one-touch dial recipient is registered.

Registering a secondary recipient

If “TX: PC (Scanner)”, “TX: InternetFAX (IP-TX)” or “TX: InternetFAX (IP-Relay)” was selected, a secondary recipient can be specified in case the transmission failed.

Detail

Any of the following communication modes can be specified for the secondary recipient.

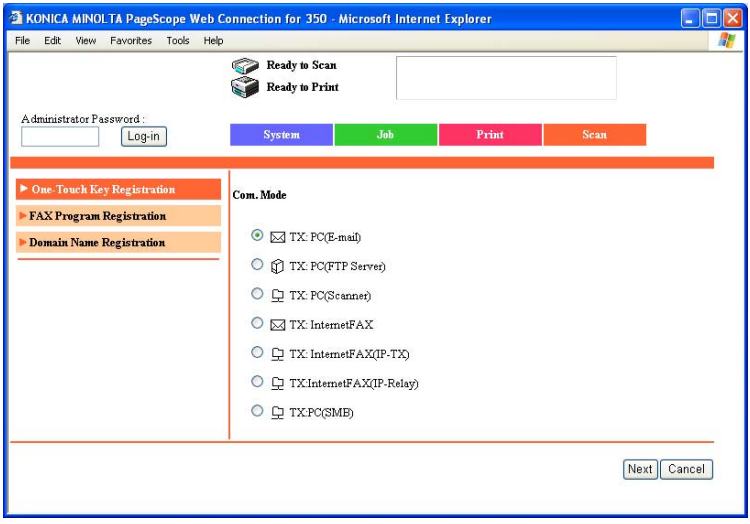
- TX: PC (E-mail)
- TX: PC (Scanner)
- TX: InternetFAX (IP-TX)
- TX: InternetFAX (E-mail)
- TX: InternetFAX (IP-Relay)
*- FAX (G3)**

** The communication mode can be specified if the optional fax kit is installed.*

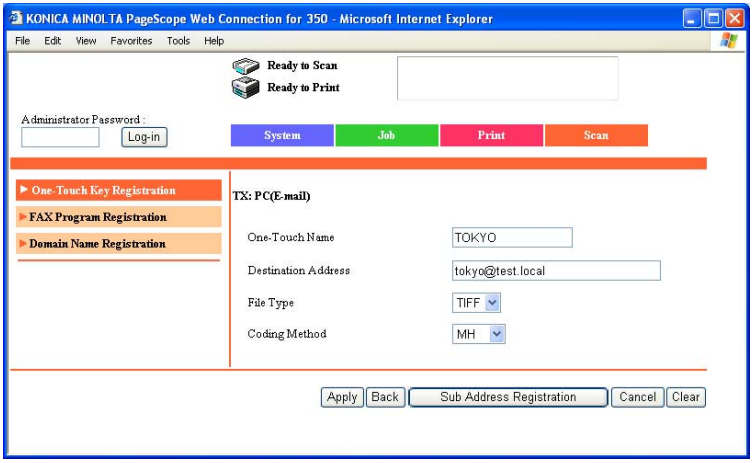
To regist a secondary recipient

1 Click the box for the one-touch dial recipient to be programmed with a secondary recipient.

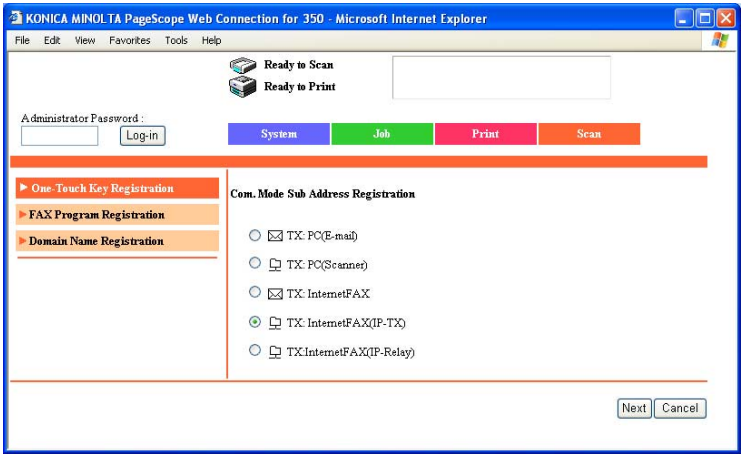
2 Click [Next].



3 Click [Sub Address Registration].

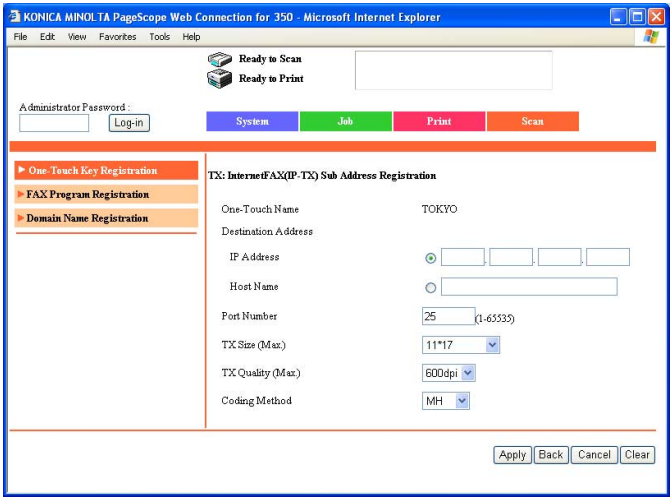


4 Select the communication mode for the secondary recipient, and then click [Next].



5 Specify the various settings, and then click [Apply].

– For details on the various settings, refer to “Registering a one-touch dial recipient” on page 6-15.



Note

The name that appears beside “One-Touch Name” is the same as that specified for the main recipient. All other parameters can be specified.

To delete the registered secondary recipient, click [Sub Address Delete].

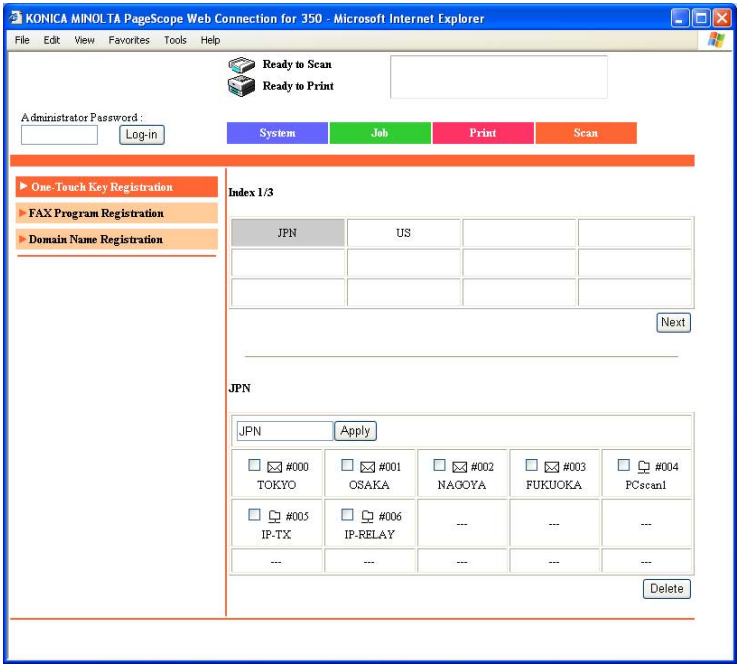
Changing the settings for a one-touch dial recipient

1 Click the Scan tab.

2 Click [One-Touch Key Registration].

3 From the “Index” list, click the index that contains the one-touch dial recipient that is to be changed.

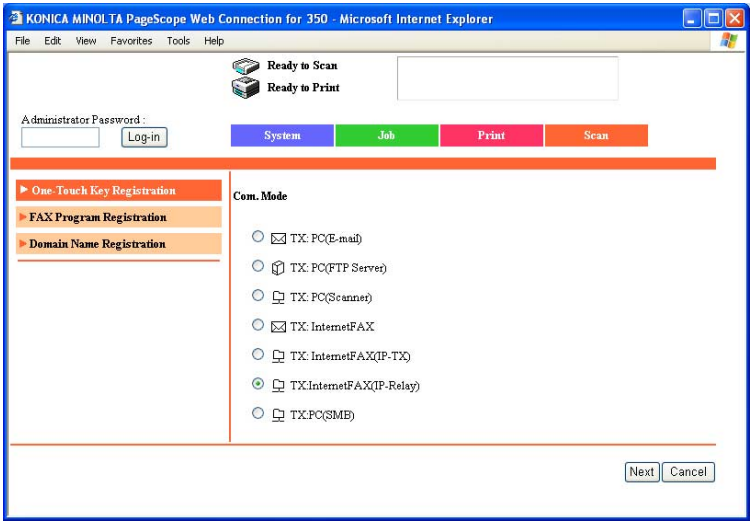
The one-touch dial recipients saved in the selected index appear at the bottom of the page.



4 Click the one-touch dial recipient whose settings are to be changed.

– A fax program cannot be selected, even if it clicked.

5 To change the communication mode, select the mode, and then click [Next].



6 Specify the parameters in the page for the selected communication mode.

– For details on the various settings, refer to “Registering a one-touch dial recipient” on page 6-15.

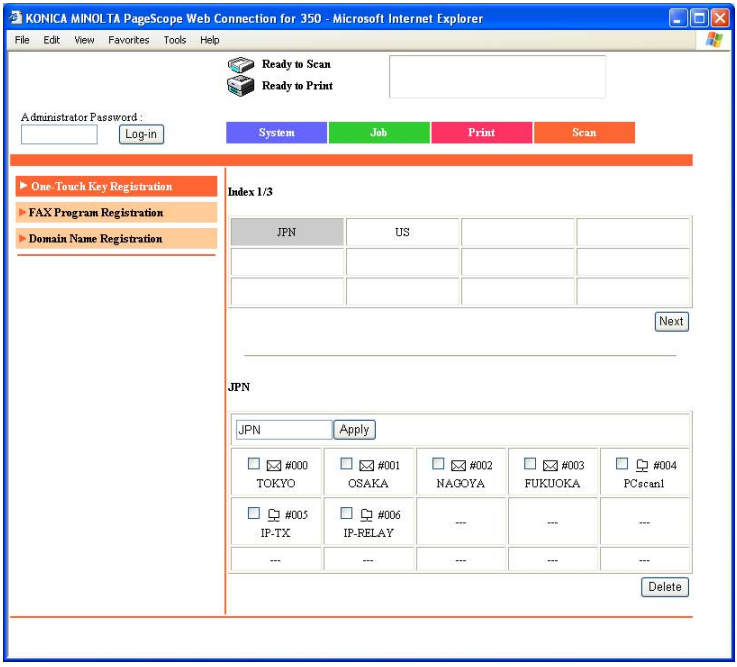
Deleting a one-touch dial recipient

1 Click the Scan tab.

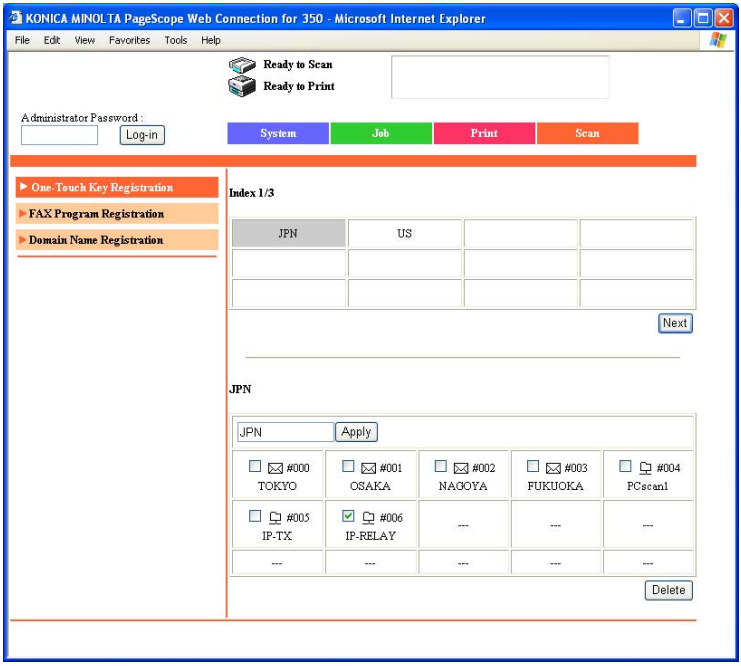
2 Click [One-Touch Key Registration].

3 From the “Index” list, click the index that contains the one-touch dial recipient that is to be changed.

The one-touch dial recipients saved in the selected index appear at the bottom of the page.



4 Select the check box of the one-touch dial recipient to be deleted.



5 Click [Delete].

6.4 IP Relay Settings (Administrator mode)

When sending a fax as an IP relay, specify the IP address and domain name of the relay machines. In addition, the main relay stations to be used can be selected.

Selecting the IP relay station to be used

Select an IP relay station from the IP relay machines that have been registered in advance.

For details on registering an IP relay station, refer to “Registering an IP relay station” on page 6-26.

Settings can be specified for the following.

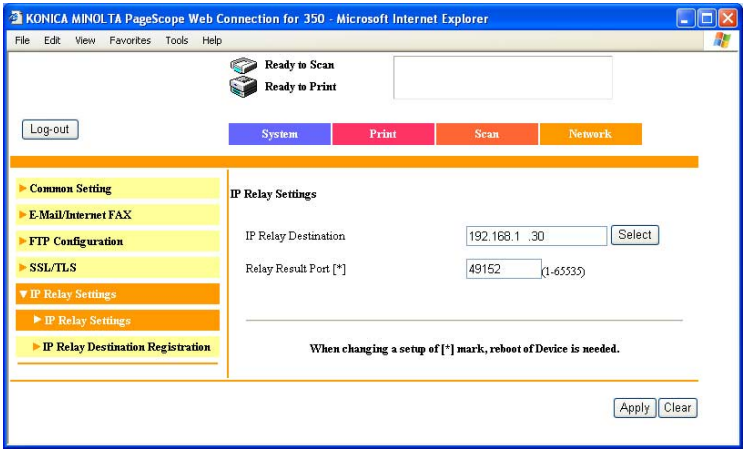
Parameter	Description
IP Relay Destination	The IP address of the currently selected relay station appears. To change the relay station, click [Select].
Relay Result Port	Type in the number of the port that will receive the results. If this number is changed, it will be applied after the machine is turned off, then on again.

To select a relay station

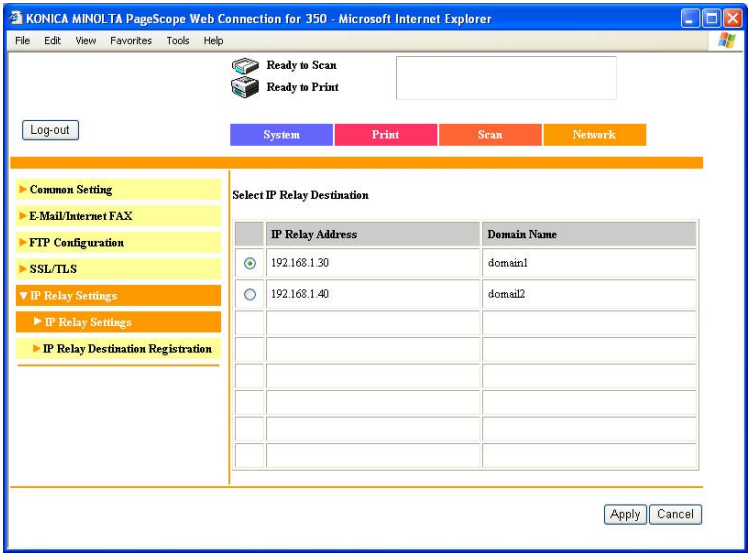
1 In the Administrator mode, click the Network tab.

2 Click [IP Relay Settings], then [IP Relay Settings].

3 To change the relay station, click [Select].



4 Select a registered relay station, and then click [Apply].



5 If necessary, change the Port setting.

6 Click [Apply].

Reminder

If the port number is changed, be sure to turn the machine off, then on again after the settings have been specified.

When turning the machine off, then on again, wait about 10 seconds after turning the machine off before turning it on again. The machine may not operate correctly if it is turned on immediately after being turned off.

Registering an IP relay station

An IP relay machine can be registered or its settings can be changed. Up to 8 IP relay stations can be registered.

Settings can be specified for the following.

Parameter	Description
IP Relay Address	Type in the IP address or host name for the relay machine. **Note** *A host name can be typed in if "DNS Settings" (specified from the Network Setting screen) is set to "YES".*
Port	Type in the port number (between 1 and 65535).
Domain Name	Type in the domain name of the relay station.

To register an IP relay station

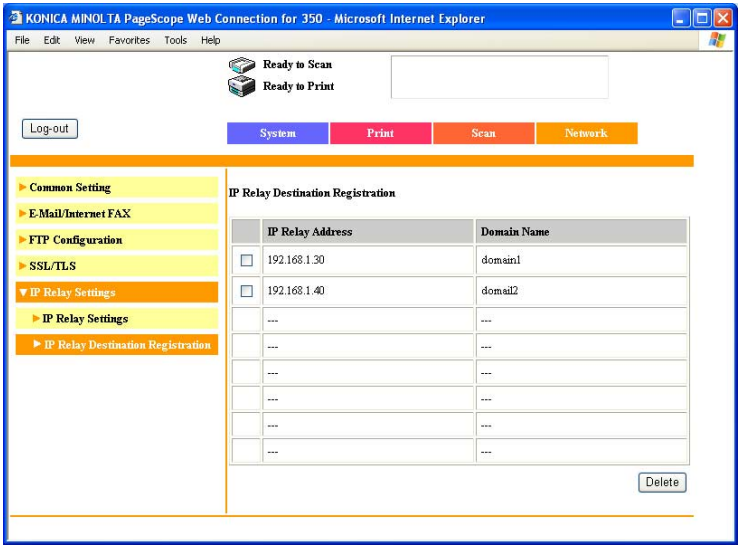
1 In the Administrator mode, click the Network tab.

2 Click [IP Relay Settings], then [IP Relay Destination Registration].

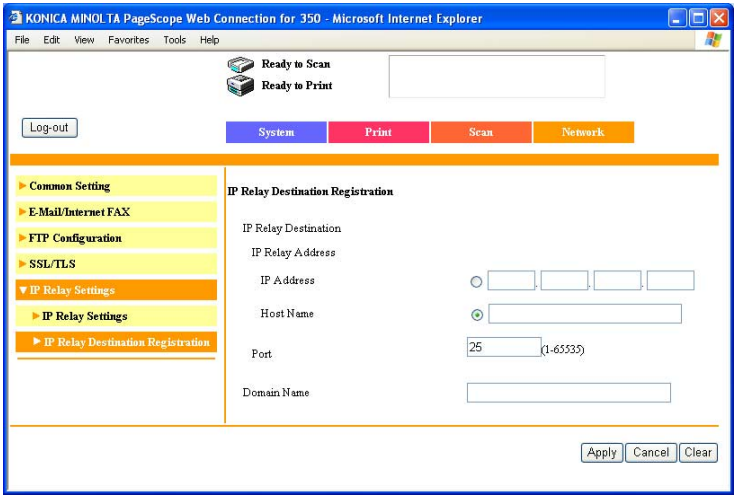
3 To register a new relay station, click a box where an IP relay station address has not been registered ("---").

– To change registered settings, click an IP address that appears.

– To delete an IP relay station, select the check box for the IP relay station to be deleted, and then click [Delete].



4 Specify the settings for the relay station, and then click [Apply].



7 Specifying management settings

7 Specifying management settings

7.1 Available parameters

Parameters that can be specified from the Administrator Management screen

The following Administrator Management parameters are related to the information in this manual.

Parameter	Description
IP Relay Settings	When sending a fax as an IP relay, specify the IP address and domain name of the relay machines. In addition, the main relay stations to be used can be selected.
Software SW	Use to specify the machine settings.

List of required network settings

The network settings should be specified as shown below in order for the operations described in this manual to be used.

For details on network settings other than those available on the IP Relay Settings screen, refer to the User's Guide [Network Scanner Operations].

○ : Required

✓ : Available

▲ : Necessary depending on environment

– : Unavailable with the operation

Detail

When using IP address faxing and IP Relay operations, do not specify a setting for "Self-Domain Name".

Operation Parameter	IP Address Fax	Scan to PC	IP Scanner	IP Relay
Basic Settings				
DHCP	▲	▲	▲	▲
IP Address Setting	○	○	○	○
Subnet Mask	○	○	○	○
Gateway	○	○	○	○

Operation Parameter	IP Address Fax	Scan to PC	IP Scanner	IP Relay
Self-Domain Name	–	–	–	–
Network Board Set	▲	▲	▲	▲
DNS Settings				
YES/NO	▲	▲	–	▲
Host Name	▲	▲	–	▲
Domain Name	▲	▲	–	▲
DNS Server Address	▲	▲	–	▲
Machine Name				
Machine Name	–	–	–	–
SMTP Settings				
SMTP Server Address	–	–	–	–
E-Mail Address	–	–	–	–
SMTP Authentication User Name	–	–	–	–
SMTP Authentication Password	–	–	–	–
POP3 Settings				
POP3 Server Address	–	–	–	–
POP3 User Name	–	–	–	–
POP3 Password	–	–	–	–
Auto-RX Check	–	–	–	–
Mail/Scan Settings				
E-Mail Mode	✓	–	–	–
Scan Mode	–	✓	–	–
Scanner Settings				
Activity Report	–	–	–	–
RX Doc. Header Print	–	–	–	–
E-Mail Header Text	–	–	–	–
Gateway TX	–	–	–	▲
Subject Registration	–	–	–	–
Divide Settings	–	–	–	–
Ping: Specify as necessary.				
Frame Type Set: Specify a frame type when connecting to the NetWare server and using the PC print function.				
LDAP Setting parameters: Specify when performing an LDAP search.				

Operation Parameter	IP Address Fax	Scan to PC	IP Scanner	IP Relay
IP Relay Settings				
IP Relay Station Registration	–	–	–	○
IP Relay Station Setting	–	–	–	○
Relay Result Port	–	–	–	○

7.2 IP Relay Settings

Registering an IP relay station

An IP relay station can be registered. Up to 8 IP relay stations can be registered.

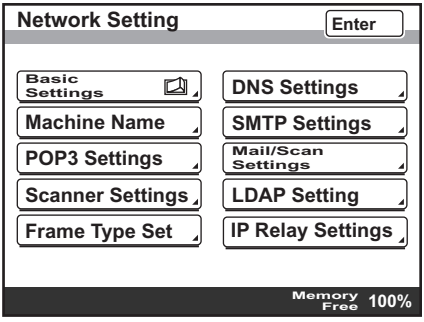
Settings can be specified for the following.

Parameter	Description
IP Relay Address	Type in the IP address or host name for the relay machine.
Port	Type in the port number (between 1 and 65535).
Domain Name	Type in the domain name of the relay station.

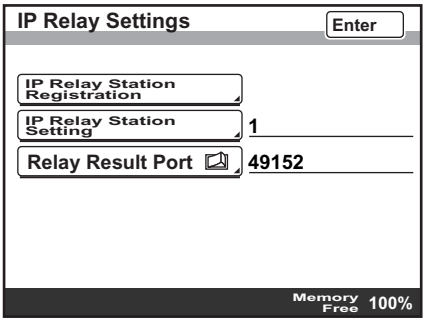
To register an IP relay station

1 After entering Administrator mode, touch [Admin. 2].

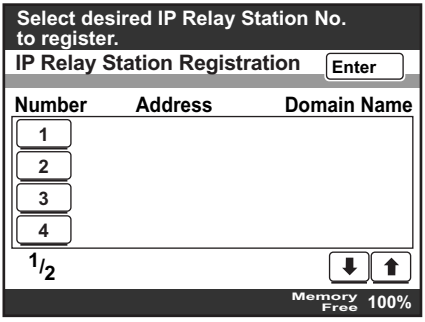
2 Touch [Network Settings], and then touch [IP Relay Settings].



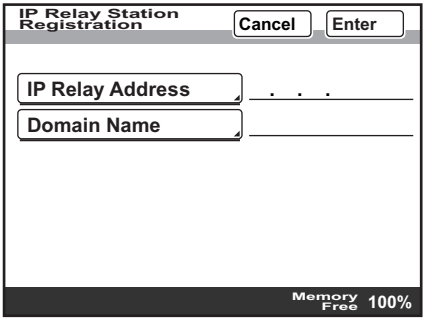
3 Touch [IP Relay Station Registration].



4 Touch the button for the number where the relay station is to be registered.

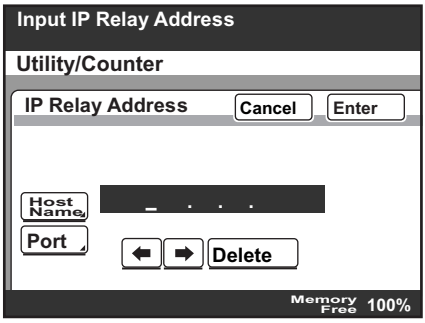


5 Touch [IP Relay Address].

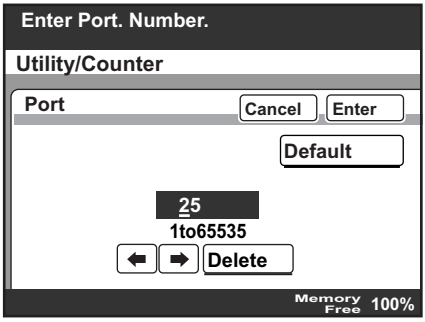


6 Type in the IP address of the relay station.

– To register the relay station by its host name, touch [Host Name], and then type in the host name. [Host Name] appears only if “DNS Settings” is set to “YES”.

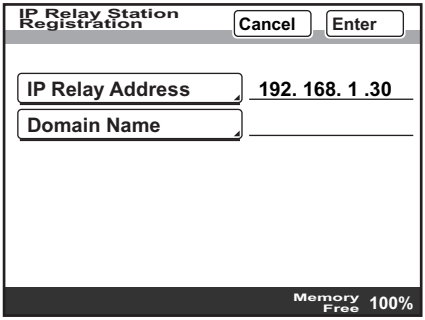


7 To change the port number, touch [Port], and then type in the desired port number.

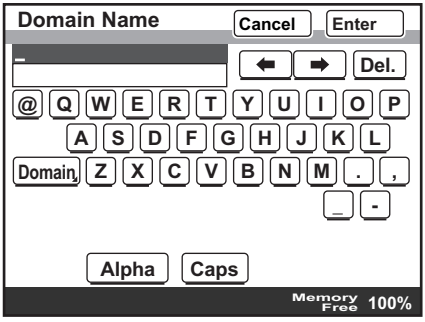


8 Touch [Enter].

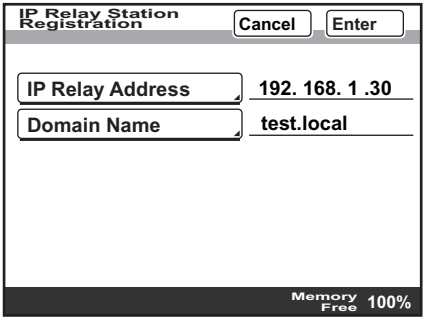
9 Touch [Domain Name].



10 Type in the domain name of the IP relay station, and then touch [Enter].



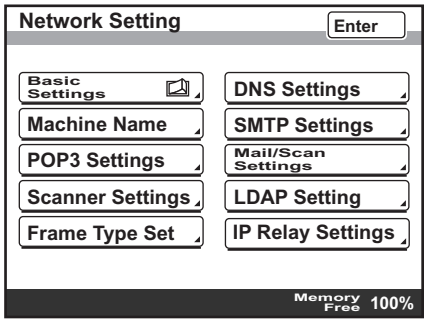
11 Touch [Enter] in each screen until the initial screen appears.



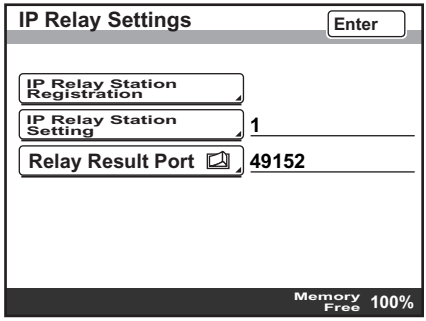
Selecting an IP relay station

1 After entering Administrator mode, touch [Admin. 2].

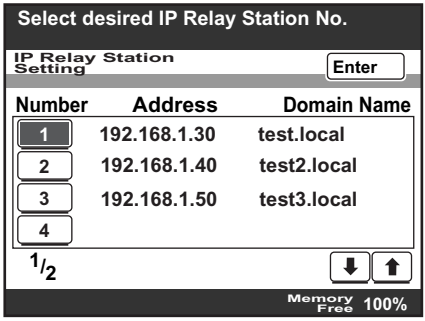
2 Touch [Network Settings], and then touch [IP Relay Settings].



3 Touch [IP Relay Station Setting].



4 Touch the button for the relay station to be used, and then touch [Enter].

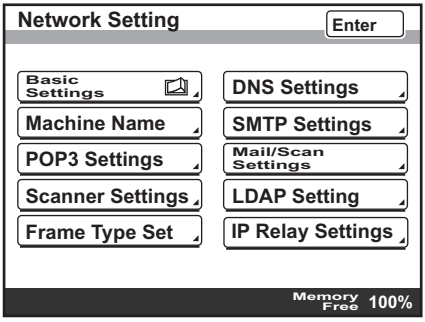


5 Touch [Enter] in each screen until the initial screen appears.

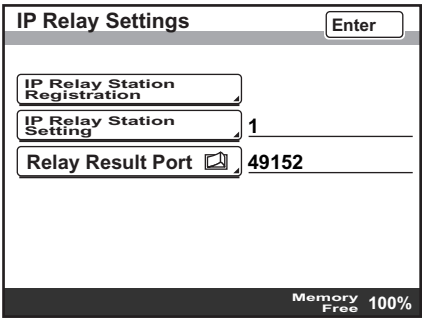
Specifying the relay result port

1 After entering Administrator mode, touch [Admin. 2].

2 Touch [Network Settings], and then touch [IP Relay Settings].

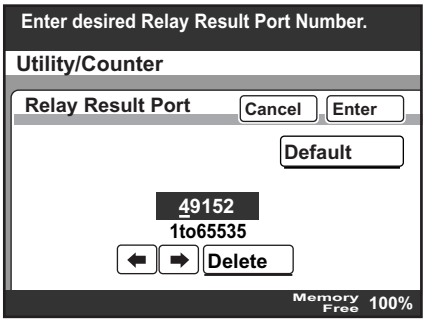


3 Touch [Relay Result Port].



4 Type in the number of the port where the result is to be received, and then touch [Enter].

– To change the current setting, press the [C] (clear) key, and then type in the desired setting.



5 Touch [Enter] in each screen until the initial screen appears.

7.3 Specifying software switch settings (machine functions)

By specifying the software switch settings ("Mode Selection", "Bit Selection" and "Hex Selection"), various machine functions can be changed to meet your specific needs.

Reminder

Do not change any modes or bits other than those described in this manual.

Software SW settings

Parameter	Description
Mode Selection	The parameter to be specified is expressed as a three-digit number. Use the keypad to type in the value.
Bit Selection	The bits are the eight numbers that construct the mode status. By specifying a binary number (0 or 1) for each of the bits (0 through 7), a setting for each parameter can be specified.
HEX Selection	Specify a setting for each mode as a hexadecimal number (0 through 9 and A through F). Bit setting "0011 0000" is expressed as the hexadecimal setting "30". Specify a mode setting by using either bits or hexadecimal values.

Examples of settings for "Bit Selection" (binary numbers) and "HEX Selection" (hexadecimal numbers) are shown below.

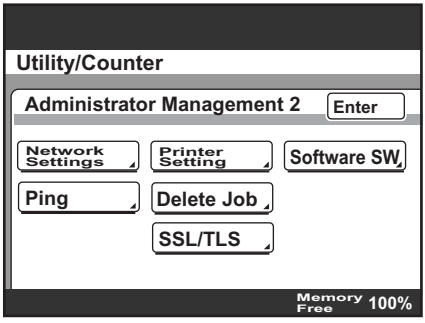
Decimal number	"Bit Selection" setting (binary number)	"HEX Selection" setting (hexadecimal number)
0	0000 0000	00
1	0000 0001	01
2	0000 0010	02
3	0000 0011	03
4	0000 0100	04
5	0000 0101	05
6	0000 0110	06
7	0000 0111	07
8	0000 1000	08
9	0000 1001	09
10	0000 1010	0A

Decimal number	"Bit Selection" setting (binary number)	"HEX Selection" setting (hexa-decimal number)
11	0000 1011	0B
12	0000 1100	0C
13	0000 1101	0D
14	0000 1110	0E
15	0000 1111	0F
16	0001 0000	10
17	0001 0001	11
18	0001 0010	12
19	0001 0011	13
20	0001 0100	14
. . .	. . .	. . .
252	1111 1100	FC
253	1111 1101	FD
254	1111 1110	FE
255	1111 1111	FF

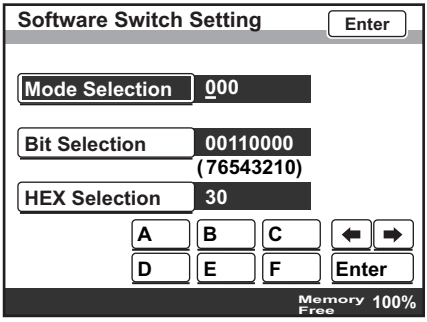
To specify a software switch setting

1 After entering Administrator mode, touch [Admin. 2].

2 Touch [Software SW].

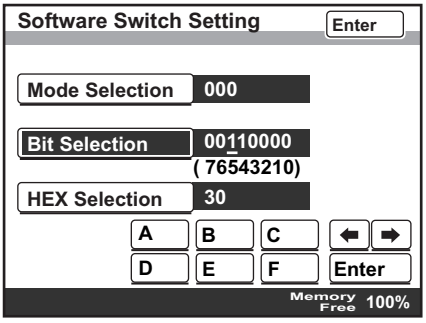


3 Touch [Mode Selection], and then use the keypad to type in the mode number.

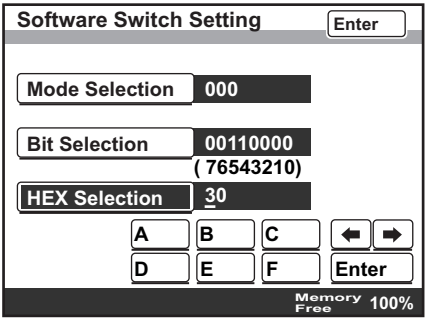


4 Specify a mode setting by using either bits or hexadecimal values.

– To specify the bits, touch [Bit Selection], touch [←] or [→] to move the cursor to the bit to be changed, use the keypad to specify the bit, and then touch [Enter].



– To specify the hex value, touch [HEX Selection], use the keypad or touch [A] through [F] to specify the value, and then touch [Enter].



5 To change the setting for a different mode, repeat steps 3 and 4.

6 Touch [Enter] in each screen until the initial screen appears.

7 Turn the machine off, then on again.

...

Reminder

When turning the machine off, then on again, wait about 10 seconds after turning the machine off before turning the machine on again.

Specifying transmission source information for direct faxing and IP address faxing (mode 351)

Specify the transmission source information for directly faxing or forwarding received IP address fax documents.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	0 0 0 1 1 0 0 0 (HEX: 10)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3, 2	----------	000110	*Do not change these bits.	----------
1	Specifies whether the IP address or the device name of the transmission source is added to the Subject line when a received IP address fax document is forwarded.	0	Priority given to device name	----------
		1	Priority given to IP address	----------
0	----------	0	*Do not change this bit.	----------

Specifying whether transmission source information is added when directly faxing or forwarding received IP address fax documents (mode 352)

Specify how transmission source information is added when directly faxing or forwarding received documents.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	1 1 0 1 0 0 0 0 (HEX: D0)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7	----------	1	*Do not change this bit.	----------
6	Specifies how transmission source information is added with direct faxing.	0	Outside of the document	----------
		1	Inside the document	
5	Specifies whether or not a transmission source information is added to received documents that are forwarded.	0	Not added	----------
		1	Added	
4	Specifies how transmission source information is added when a received document is forwarded.	0	Outside of the document	----------
		1	Inside the document	
3, 2, 1, 0	----------	0000	*Do not change these bits.	----------

Specifying the default address input screen (mode 366)

Specify the default screen for IP address faxing and Scan to PC operations.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	0 0 0 0 1 0 0 0 (HEX: 08)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	----------	0	*Do not change this bit.	----------
6	Specifies the default address input screen for IP address faxing and Scan to PC operations.	0	Gives priority to IP address input	p. 3-30
		1	Gives priority to host name input	
5, 4, 3, 2, 1, 0	----------	001000	*Do not change these bits.	----------

Specifying settings for the range of administrator access codes and the information indicated in the report for direct faxing/IP relay transmissions (mode 368)

Specify the valid range of administrator access codes (administrator passwords). In addition, specify whether or not the results of direct faxing or IP relay transmissions are indicated in the reception report.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	1 1 0 0 0 0 1 0 (HEX: C2)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7	----------	1	*Do not change this bit.	----------
6	Specifies the valid range for the administrator access code (administrator password).	0	A password must be entered when logging on to Administrator mode of PageScope Web Connection. An administrator password is not required when entering Administrator mode on the machine.	----------
		1	A password must be entered when logging on to Administrator mode of PageScope Web Connection and when entering Administrator mode on the machine.	
5, 4, 3, 2	----------	1000	*Do not change these bit.	----------
1	Specifies whether or not the history is indicated in the reception report when scanning and transmitting.	0	Not indicated	----------
		1	Indicated	
0	Specifies whether or not the results of direct faxing or IP relay transmissions are indicated in the reception report.	0	Not indicated	----------
		1	Indicated	

Specifies the coding method for IP relay transmissions (mode 381)

Specify the default settings for the coding method for IP relay transmissions.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	1 0 0 0 0 0 0 0 (HEX: 80)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3	----------	10000	*Do not change this bit.	----------
2, 1, 0	Specifies the coding method for IP relay transmissions.	000	MH	----------
		001	MR	
		010	MMR	
		011	JBIG	
		Others	*Do not specify any settings other than those mentioned above.	

Specifying settings concerning the transmission results for IP relay transmissions (mode 382)

Specify the length of time until the transmission results for an IP relay transmission times out and the operation that is performed when a timeout occurs.

Settings at time of purchase

Bits	7 6 5 4 3 2 1 0
Setting	0 1 0 0 0 0 0 0 (HEX: 40)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7	Specifies the operation that is performed when the return of transmission results for an IP relay transmission times out.	0	Transmission error	----------
		1	Normal transmission	
6, 5, 4, 3	Specifies the length of time until transmission results for an IP relay transmission times out.*	0000	0 minutes	----------
		0001	5 minutes	
		0010	10 minutes	
		0011	15 minutes	
		0100	20 minutes	
		0101	30 minutes	
		0110	40 minutes	
		0111	50 minutes	
		1000	1 hour	
		1001	2 hours	
		1010	3 hours	
		1011	4 hours	
		1100	5 hours	
		1101	6 hours	
		1110	7 hours	
		1111	8 hours	
2, 1, 0	----------	000	*Do not change these bits.	----------

*If the specified timeout time is short, for example, 5 or 10 minutes, the status of a document queued to be sent from a relay machine or the G3 transmission time for the relay machine and recipient may cause a timeout (failed transmission).

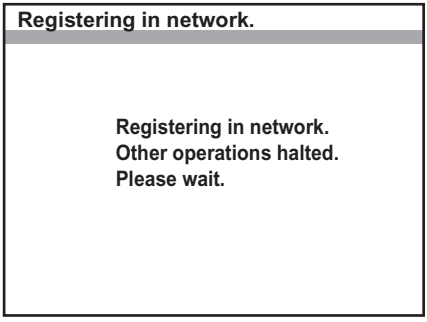
8 Troubleshooting

8 Troubleshooting

8.1 When a certain screen appears

When a certain screen appears

If the following screen appears, perform the operation described below.



The administrator is logged on to the machine from a computer on the network. Wait until the administrator has finished their operation and logged off.

If the administrator exits the browser without logging off, the administrator must log on again, then log off.

8.2 Error codes

If an error occurred during a transmission, an error code appears in the Job List or in a report. Perform the operations described below.

Scan to PC operations

Error Code	Cause	Remedy
EAXXXX	The IP address specified by the recipient is incorrect.	Correct the recipient's IP address.
	ImageReceiver was not started.	Start ImageReceiver.
	The IP address of the recipient is not specified correctly in the dialog box that appears after clicking "Receive Settings", then "Connection Filter" in ImageReceiver.	Click "Receive Settings", then "Connection Filter" in ImageReceiver, specify the correct IP address, and then restart ImageReceiver.
	ImageReceiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.
	The network load on the recipient's computer is too high.	Check that large e-mail messages are not being received at the recipient's computer and that large files are not being downloaded from the Web.
	Too much data is being sent.	If a high scanning resolution has been specified, decrease the number of pages scanned at one time and scan the document again.
	Access is blocked by the setting specified for the computer's firewall (Windows firewall) for the Internet connection.	Change the setting specified for the computer's firewall (Windows firewall) for the Internet connection according to the instructions from your network administrator.

IP Scanner operations

Error Code	Cause	Remedy
EAXXXX	ImageReceiver was not started.	Start ImageReceiver.
	The IP address of the recipient is not specified correctly in the dialog box that appears after clicking “Receive Settings”, then “Connection Filter”.	Click “Receive Settings”, then “Connection Filter”, specify the correct IP address, and then restart ImageReceiver.
	ImageReceiver is not operating correctly.	Restart the computer. Re-install IP Scanner. Check the TCP/IP settings on the computer.
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.
	The network settings on the computer are not specified correctly.	Check the TCP/IP settings on the computer.
	The network load on the recipient’s computer is too high.	Check that large e-mail messages are not being received at the recipient’s computer and that large files are not being downloaded from the Web.
	Too much data is being sent.	If a high scanning resolution has been specified, reduce the resolution or decrease the number of pages scanned at one time, and then scan the document again.
	Access is blocked by the setting specified for the computer’s firewall (Windows firewall) for the Internet connection.	Change the setting specified for the computer’s firewall (Windows firewall) for the Internet connection according to the instructions from your network administrator.

IP relay operations

Error Code	Cause	Remedy
E53XXX	Since the recipient specified for gateway transmission is incorrect, transmission is not possible.	Check with the sender.
E65XXX	An attempt was made to send data that cannot be sent through a gateway transmission. An attempt was made to send an e-mail message with a file attachment in a format other than TIFF-F or with text where one line exceeds 1000 characters.	Check with the sender.
EBXXXX	Data sent through a gateway transmission cannot be received.	Check that the mail server can transmit and that the network settings are correct.

8.3 Troubleshooting

Remedies for several possible problems are described below.

IP address faxing

Problem	Cause	Remedy
Transmission is not possible.	The connections are incorrect.	Check the LED indicator on the hub and check the connections.
	Since the image data is too large, a timeout occurred at the receiving end.	• Increase the timeout setting on the receiving end. • Decrease the size of the image data, and then try transmitting again.
	The settings necessary for the device are not registered.	Specify the necessary network settings.
	The LAN cable is damaged.	Replace the LAN cable.
	Other causes	Check the list of transmissions in the Job List screen for details of the transmission error, and then refer to the table of error codes.

Scan to PC operations

Problem	Cause	Remedy
Transmission is not possible.	--------	Check the list of transmissions in the Job List screen for details of the transmission error, and then refer to the table of error codes.
	The LAN cable is damaged.	Replace the LAN cable.
The data is not received by the computer.	--------	Check the list of transmissions in the Job List screen for details of the transmission error, and then refer to the table of error codes.
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new transmissions, and then replace the received data file with the image file.
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.
	An error occurred while the image was converted by IP Scanner or the file was not created correctly.	That file is unusable. Exit ImageReceiver, and then send the scan again. If a high scanning resolution has been specified, reduce the resolution or decrease the number of pages scanned at one time, and then scan the document again.

Problem	Cause	Remedy
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, exit ImageReceiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.

IP Scanner operations

Problem	Cause	Remedy
Transmission is not possible.	--------	Check the list of transmissions in the Job List screen for details of the transmission error, and then refer to the table of error codes.
	Settings are not specified correctly in the dialog box that appears after clicking “Receive Settings”, then “Connection Filter”.	Check the settings in the dialog box that appears after clicking “Receive Settings”, then “Connection Filter”.
	The LAN cable is damaged.	Replace the LAN cable.
	Two LAN boards are installed.	This configuration cannot be used if two LAN boards are installed. Change the priority order in the computer (Windows) network settings.
The data is not received by the computer.	--------	Check the list of transmissions in the Job List screen for details of the transmission error, and then refer to the table of error codes.
	Another mailer is started up.	Exit the mailer.
The data was received, but the image cannot be viewed.	IP Scanner has not started up.	Start up IP Scanner, check for new transmissions, and then replace the received data file with the image file.
	An application that allows images to be viewed is not installed, or the application is installed, but is not linked to images.	Install the viewing application. Link the file to a viewing application that allows you to view TIFF and PDF files.
	An error occurred while the image was converted by IP Scanner or the file was not created correctly.	That file is unusable. Exit ImageReceiver, and then send the scan again. If the image resolution is high, reduce the resolution or decrease the number of pages before scanning.
Transmission from a terminal or reception to a computer cannot be interrupted.	It takes some time to interrupt the operation.	Wait until the operation is interrupted. To interrupt the operation quickly, exit ImageReceiver. However, data already received at the computer but not yet processed with IP Scanner will be deleted.

Problem	Cause	Remedy
The message “Failed to connect to machine” appears.	The machine has not been turned on.	Turn on the machine. **Reminder** *When turning the machine off, then on again, wait about 10 seconds after turning the machine off before turning it on again. The machine may not operate correctly if it is turned on immediately after being turned off.*
	The device IP address entered in IP Scanner is incorrect.	Correct the IP address.
	The TCP/IP setting for the computer is incorrect.	Check the network settings on the computer.
	The computer is not connected to a network.	Check the network connections for the computer.
	The LAN cable is not connected.	Check that the LAN cable is correctly connected.
The message “Connection Failure with ImageReceiver. Do you want to start up ImageReceiver?” appears.	ImageReceiver was not started.	Start ImageReceiver.
	ImageReceiver is not operating correctly.	Restart the computer.
The message “ImageReceiver detected of XXX” appears.	Other software is using this port.	• The mail server and IP Scanner cannot be used together. Do not start up the mail server. In addition, if other software is the cause, exit the software that is causing the problem. • Follow the instructions to change the port.
The message “Connection Failure with ImageReceiver.” appears.	IP Scanner or ImageReceiver is not operating correctly.	Restart the computer. If the problem is still not resolved, uninstall IP Scanner, and then install it again.

Problem	Cause	Remedy
The message “Failed to create image files.” appears.	The received data is unusable.	Exit ImageReceiver, start it again, and then send the scan again. When ImageReceiver is exited, received data that has not yet been processed with IP Scanner will be deleted.
	A high load was temporarily placed on the computer.	While receiving the scan transmission image, complicated processes cannot be performed by the computer.
	The file size of the received data is large.	The received data may have exceeded the amount that can be used by that computer. Reduce the resolution or decrease the number of pages before scanning and sending again.
	There is no storage directory.	Create a directory.
	The directory is read-only.	Allow the directory to be written.
The message “Selected Scanner Key not found.” appears.	The button has already been erased from the machine.	Check if the button has already been erased from the machine, and then program a scan button again.
Even though the button on the machine has been erased, the icon that indicates that transmission can be performed has changed to an icon for programming a scan button.	Delete the scan button from the machine. Otherwise, turn the machine off, then on again.	Click the [Delete Scanner Key] button.
Even though [Check RX Now] was clicked, nothing happened.	No file was received.	Scan again.
Image files cannot be opened.	The file is not an image file received from the device.	Use a viewer compatible with TIFF and PDF files.
The image file image is not displayed correctly.	Display the image in the viewer at a reduced size.	View the image at a zoom ratio of 100%.
	The received data is unusable.	Scan the document again.
IP Scanner cannot be started up.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.
	IP Scanner is already started up.	Two copies of the utility cannot run at the same time.

Problem	Cause	Remedy
ImageReceiver was not started.	TCP/IP is not ready.	Open Network and Dial-up Connections in Windows, add the Microsoft TCP/IP protocol, and then restart the computer.
	Since ImageReceiver was started up during the previous uninstallation, then reinstalled without restarting the computer, ImageReceiver may have been deleted after restart.	Uninstall IP Scanner, and then re-install it.
The message “Number of Scanner Keys reached maximum.” appears.	Six IP Scanner scan buttons have already been programmed.	Delete any unnecessary buttons.
The message “Scanner key name has invalid character.” appears.	Characters other than the standard characters cannot be used in button names.	Specify a button name that contains only the standard characters.
The message “Incorrect IP address” appears.	Letters are entered into the IP address.	Specify the IP address in the format xxx.xxx.xxx.xxx.
The message “Currently this command not accepted.” appears.	While communicating with the copier, for example, while programming or deleting a button, the next transmission is performed.	Wait until the current connection is cut (until the message “Currently this function is not available. Try again later.” disappears from the taskbar at the bottom of the window) before performing the next operation.
The message “Failed to write image file” appears.	There is not enough space in the save destination.	Change the save destination or create some free space on the drive.
	There is a problem with the drive of the save destination.	Change the save destination.
The message “Image folder not found” appears.	The specified folder does not exist.	• Check the name of the storage folder. • Change the name of the storage folder.

IP relay operations and others

Problem	Cause	Remedy
A fax cannot be sent from this machine.	The communication mode for gateway transmissions is incorrectly specified.	Check the settings for gateway transmissions.
[Network Settings] does not appear in the Administrator Management screen.	The device is not operating correctly.	Contact your service representative.

9 Appendix

9 Appendix

9.1 Specifications

IP address faxing specifications

Item	Specifications
Transmission protocol	E-mail transmission: SMTP (IETF RFC2821 and RFC2822) and TCP/IP
Transmitted document sizes	Letter ▭/▯, Legal ▭, 11 × 17 ▭, A4 ▭/▯, B4 ▭, A3 ▭
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi
Data format	TIFF-F
Coding method	MH, MR, MMR
Destination registration	Registration of recipient IP address or host name: Maximum of 540 registrations

Scan to PC specifications

Item	Specifications
Transmission protocol	TCP/IP
Transmitted document sizes	Letter ▭/▯, Legal ▭, 11 × 17 ▭, A4 ▭/▯, B4 ▭, A3 ▭
Resolution	200 × 100 dpi, 200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi
Data format	TIFF, PDF
Coding method	MH, MMR
Destination registration	Registration of computer IP address or host name: Maximum of 540 registrations
Folder specification	Specify one folder on the computer. Sub-folders specified from the computer can be created for each type of data.

IP Scanner specifications

Item	Specifications
Transmission protocol	TCP/IP
Transmitted document sizes	Letter ▭/▯, Legal ▭, 11 × 17 ▭, A4 ▭/▯, B4 ▭, A3 ▭
Resolution	200 × 200 dpi, 400 × 400 dpi, 600 × 600 dpi
Data format	TIFF, PDF

Item	Specifications
Coding method	MH, MMR
Destination registration	Destination registration unnecessary (automatic notification of IP address sent from computer when queued for scanning): Specify folders for up to six buttons
Folder specification	Specify one folder on the computer. Sub-folders specified from the computer can be created for each type of data.

IP relay specifications

Item	Specifications
Relay stations	Maximum of 8 relay stations
Recipient	Fax

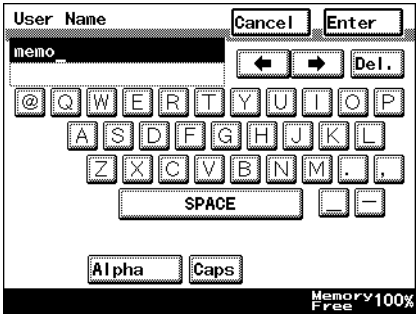
9.2 Entering text

This section contains details on using the keyboard that appears in the touch panel for typing in passwords and text to register one-touch recipients. The keypad can also be used to type in numbers.

The following procedure describes how to enter characters in the User Name screen when registering users for user authentication.

To type text

➔ In the keyboard that appeared, touch the button for the desired character.



- Numbers can also be typed in with the keypad.
- To type in uppercase letters, touch [Caps].
- To cancel Caps mode, touch [Caps] again.

Note

To cancel the entered text, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

Detail

To switch between entering letters or symbols, touch the button for switching the input mode.

To change a character in the entered text, touch [←] and [→] to move the cursor to the character to be changed, touch [Del.], and then type in the desired letter or number.

List of available characters

Alphanumeric characters / symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz {Space}!"#$%&'()+,-./:;<=>?@[]_{|}`∗~0123456789

9.3 Glossary

Term	Definition
10Base-T/100Base-TX/ 1000Base-TX	A standard for Ethernet, which is connected through a cable consisting of twisted copper wire pairs. The transmission speed of 10Base-T is 10 Mbps, of 100Base-TX is 100 Mbps, and of 1000Base-TX is 1000 Mbps.
Active Directory	A service that manages all information such as hardware resources for servers, clients, and printers on a network supported by Microsoft and the attributes and access permissions of the users
APOP	Abbreviation for Authenticated Post Office Protocol. An authentication method with encrypted passwords, which results in increased safety, as compared to the usual unencrypted passwords used by POP to retrieve e-mail messages
Auto IP	A function for automatically acquiring the IP address. If acquisition of the IP address failed with DHCP, an IP address is acquired from the address space of 169.254.0.0.
bit	Abbreviation for Binary Digit. The smallest unit of information (data quantity) on a computer or printer. Displays data using 0 or 1.
BMP	Abbreviation for Bitmap. A file format for saving image data that uses the .bmp extension. Commonly used on Windows platforms. You can specify the color depth from monochrome (2 values) to full color (16,777,216 colors). Images are not usually compressed when saved.
Byte	Unit of information (data quantity) on a computer or printer. Configured as 1 byte equal to 8 bits.
Client	A computer that uses the services provided by a server through a network
Contrast	The difference in intensity between the light and dark parts of the image (light/dark variation). An image with little light/dark variation is said to have a low contrast, and an image with large light/dark variation is said to have a high contrast.
Default	The initial settings. The settings first selected when the machine is turned on, or the settings first specified when the function is selected.
Default Gateway	A device, such as a computer or router, used as a “gateway” to access computers not on the same LAN
Density	An indication of the amount of darkness in the image
DHCP	Abbreviation for Dynamic Host Configuration Protocol. A protocol in which a client computer on a TCP/IP network automatically specifies the network settings from the server. With collective management of the IP address for DHCP clients on the DHCP server, you can avoid duplication of an address and you can build a network easily.
DNS	Abbreviation for Domain Name System. A system that acquires the supported IP addresses from host names in a network environment. DNS allows the user to access other computers over a network by specifying host names, instead of difficult to memorize and understand IP addresses.

Term	Definition
DPI (dpi)	Abbreviation for Dots Per Inch. A resolution unit used by printers and scanners. Indicates how many dots per inch are represented in an image. The higher the value, the higher the resolution.
Driver	Software that works as a bridge between a computer and a peripheral device
Ethernet	LAN transmission line standard
File Extension	The characters added to the file name in order to differentiate file formats. The file extension is added after a period, for example, ".bmp" or ".jpg".
Gateway	Hardware and software used as the point where a network is connected to a network. A gateway also changes data formats, addresses, and protocols according to the connected network.
Gradation	The light and dark levels of an image. As the number increases, smoother brightness variations can be reproduced.
Grayscale	Monochrome image expressive form using the gradation information from black to white
GSS-SPNEGO/Simple/ Digest MD5	Authentication methods for logging on to the LDAP server. The authentication method (GSS-SPENGO, SIMPLE or Digest MD5) for the LDAP server differs depending on the server being used and the server settings.
Halftone	The method of producing the light and dark parts of an image through varying sizes of black and white dots
Hard Disk	Large capacity storage device for storing data. The data can be stored even if the power is turned off.
Host Name	Displayed name of a device over a network
HTTP	Abbreviation for HyperText Transfer Protocol. A protocol used to send and receive data between a Web server and a client (Web browser). Documents containing images, recordings, and video clips can be exchanged with the expressive form information.
IMAP	Abbreviation for Internet Message Access Protocol. The protocol for retrieving e-mail messages with the function for managing mailboxes on the server. Currently, IMAP4 (the fourth version of IMAP) is most often used.
Install	To install hardware, operating systems, applications, printer drivers on to a computer
IPP	Abbreviation for Internet Printing Protocol. A protocol that sends and receives print data and controls printers over the Internet on a TCP/IP network. Data can also be sent to printers in remote areas to print over the Internet.
IP Address	A code (address) that is used to identify individual network devices over the Internet. A maximum of three digits for four numbers are displayed such as 192.168.1.10. IP addresses are assigned to devices, including computers, that are connected to the Internet.
LAN	Abbreviation for Local Area Network. A network that connects computers on the same floor, in the same building, or in neighboring buildings.

Term	Definition
LDAP	Abbreviation for Lightweight Directory Access Protocol. On a TCP/IP network, such as the Internet or an intranet, this protocol is used to access a database for managing environment information and the e-mail addresses of network users.
Memory	Storage device for storing data temporally. When the power is turned off, the data may or may not be erased.
NetWare	Network operating system developed by Novell. NetWare IPX/SPX is used as the communication protocol.
MH	Abbreviation for Modified Huffman. A data compression encoding method for fax transmissions. Documents containing mostly text are compressed to about 1/10 their original size.
MIB	Abbreviation for Management Information Base. In a TCP/IP transmission, this uses SNMP to define the management information format for a group of network devices. There are two formats: the manufacturer-specific private MIB and the standardized MIB.
MMR	Abbreviation for Modified Modified Read. A data compression encoding method for fax transmissions. Documents containing mostly text are compressed to about 1/20 their original size.
OS	Abbreviation for Operating System. Basic software for controlling the system of a computer.
PDF	Abbreviation for Portable Document Format. An electronically formatted document that uses the .pdf extension. Based on the PostScript format, you can use the free Adobe Acrobat Reader software to view documents.
Pixel	An image pixel. The smallest unit of an image.
POP	Abbreviation for Post Office Protocol. A protocol for retrieving e-mail messages from a mail server. Currently, POP3 (the third version of POP) is most often used.
Port Number	The number that identifies the transmission port for each process running on a computer on the network. The same port cannot be used by multiple processes.
Resolution	Displays the ability to reproduce the details of images and print matter correctly
Preview	A function that allows you to view an image before processing a print or scan job
Property	Attribute information When using a printer driver, various functions can be specified in the file properties. In the file properties, you can check the attribute information of the file.
Protocol	The rules that allow computers to communicate with other computers or peripheral devices
Scanning	With the scanning operation of the scanner, an image is read while the row of image sensors is gradually moved. The direction that the image sensors are moved is called the main scanning direction, and the direction in which the image sensors are arranged is called the sub-scanning direction.
Screen Frequency	Indicates the density of dots used to create the image

Term	Definition
Single-Page TIFF	A single TIFF file that contains only a single page
SMTP	Abbreviation for Simple Mail Transfer Protocol. A protocol for sending and forwarding e-mail.
SNMP	Abbreviation for Simple Network Management Protocol. A management protocol in a network environment using TCP/IP.
Subnet Mask	The unit used to divide a TCP/IP network into small networks (subnetworks). It is used to identify the bits in a network address that are higher than the IP address.
TCP/IP	Abbreviation for Transmission Control Protocol/Internet Protocol. The defacto standard protocol used by the Internet that uses IP addresses to identify each network device.
TIFF	Abbreviation for Tagged Image File Format. One of the file formats for saving image data. (The file extension is ".tif".) Depending on the tag indicating the data type, information for various image formats can be saved in a single image data.
Uninstall	To delete software installed on a computer
Web Browser	Software such as Internet Explorer and Netscape Navigator for viewing Web pages

9.4 Index

Numerics

2in1 .....2-19, 2-23, 3-20, 3-22, 5-21, 5-23

2-Sided TX 2-19, 2-23, 3-20, 3-23, 5-21, 5-23

A

Accessing 6-4

Account track 6-5

Administrator mode 6-7

C

Cache 6-9

Chain dialing 5-11

Check RX now 4-10

Close 4-10

Coding method 2-12, 2-30, 2-35, 3-13, 3-30, 6-11, 6-12

Connection setting 4-13

D

Delete scanner key 4-10

Density 2-15, 3-16, 5-17

Destination address 2-30, 3-30, 6-11, 6-12

Destination insertion 2-19, 2-21

Destination name 2-30, 3-30, 5-29, 6-11, 6-12

Destination number 5-29, 6-12

Dial-up router 4-2

Divided settings 4-13

Divided settings dialog box 4-18

E

Entering addresses 2-10, 3-11

Error codes 8-3

F

Fax number 5-12

File name 3-20, 3-26

File type 3-13, 3-30, 6-11

Forwarding 4-32

G

Gateway TX 5-2

I

Image folder setting 4-13

ImageReceiver 4-2, 4-22

Index 2-40, 6-13

Installing 3-2, 4-6

IP address faxing 1-2

IP relay 1-5

IP relay destination 7-5

IP relay machine 7-9

IP relay settings 6-3, 6-24, 7-2, 7-5

IP Scanner 1-4, 3-2, 4-2

M

Mail program 2-42

Modem/terminal adapter 4-3

N

Network settings 7-2

Notify settings 4-13, 4-19

O

One-touch dial button 2-2, 3-3, 5-3

One-touch dial button number 2-4, 3-5, 5-5

Original type 2-14, 3-15, 5-16

P

PageScope Web Connection ..1-6, 6-2

Port conflicts 4-5

Port number 2-30, 3-30, 6-11, 6-12

Priority TX 2-19, 2-24, 3-20, 3-24, 5-21, 5-24
Programming one-touch dial buttons 2-31, 3-30, 5-29

R

Receiving an IP address fax 2-29
Recipient 2-30, 5-29
Registering fax programs 6-2
Registering one-touch Recipients 6-2, 6-10
Relay result port 7-10
Relay stations 5-2, 6-12

S

Scan buttons 4-25
Scan to PC 1-3
Scanner key registration 4-10
Scanner settings 4-10
Scanner settings dialog box 4-14
Searching one-touch dial buttons 2-7, 3-8, 5-8
Secondary recipient 2-39, 3-39, 5-37, 6-17
Selecting relay stations 5-29
Set original size 2-17, 3-18, 5-19
Software switch settings 7-2, 7-12
Sort settings 4-13
Sort settings dialog box 4-15, 4-16, 4-17
Stamp 2-19, 2-26, 3-20, 3-25, 5-21, 5-26
System requirements 6-4

T

Thumbnails 4-10
Timer TX setting 2-19, 2-25, 3-20, 3-24, 5-21, 5-25
Transmission report ..2-19, 2-22, 2-27, 3-20, 3-21, 3-28, 5-21, 5-22, 5-27
Transmission source 2-19, 2-20
TX quality (Max.) 2-12, 2-30, 2-35, 6-12
TX size (Max.) ...2-12, 2-30, 2-35, 6-12

U

Uninstalling 4-8, 4-9
User authentication 6-5

V

Viewer settings 4-13
ViewWindow 4-21

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